

Business Writing Skills

 Duration: 1 to 2 days  Maximum group size: 12 people

Course overview

This course will provide delegates with the structure and skills required to produce thoroughly professional written business messages and reports. Delegates will learn how to write clearly, concisely and persuasively to have the desired impact on the reader.

Who would benefit from attending?

Those looking to improve the way in which they prepare, structure and write a range of different written communications.

Core development objectives covered

- What forms of written communication do you currently use?
- Identifying your current writing style
- Writing emails, memos & business letters
- Selecting the correct tone & style of message
- Being clear on the message you want to give the reader
- Writing in plain English ~ keeping it natural & fluent
- Preparing & producing business reports
- Writing creatively & persuasively
- Using powerful language to create impact
- Using a readability index

Delivery methodology

Futureproof's training workshops require all delegates to take a full and active role throughout. Our mix of trainer led discussion, facilitation, coaching and skills practice ensures that all delegates enjoy an interactive and supportive learning experience.

Note: This course can be tailored to include all forms of written communication including Proposal Writing and Tender Submissions.



Want to tailor the content of this workshop and incorporate internal procedures, competency framework, organisational values & work-related challenges?

Get in touch with one of our Learning & Development Managers – 01623 409 824 • info@futureproof-training.co.uk