Business Writing Skills Course

In-Company Training (1 Day)

Practical Skills

Tailored Workshop
## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About This Course</td>
<td>3</td>
</tr>
<tr>
<td>What Are The Benefits?</td>
<td>5</td>
</tr>
<tr>
<td>Is It Right for Your Team?</td>
<td>6</td>
</tr>
<tr>
<td>Course Content</td>
<td>7</td>
</tr>
<tr>
<td>3 Ways to Get Started</td>
<td>8</td>
</tr>
<tr>
<td>About Us</td>
<td>9</td>
</tr>
<tr>
<td>Get in Touch</td>
<td>10</td>
</tr>
</tbody>
</table>
About This Course

Professional Business Writing - Simple Yet Effective Techniques

Although everyone agrees on the importance of presenting a positive image, hardly anyone has been trained in, or is confident about creating professional looking documents.

This business writing skills course is for those who are responsible for communicating through the written word, whether by email, letter, or corporate report. It will improve your team’s ability to write in a more concise and effective manner. We give your team clear guidelines for writing business letters, notes, emails, memos and reports.

We run the course as a tailored group or in-company training solution. This enables us to focus on the goals and day-to-day priorities of your company.
About This Course

Tailored Training Solutions

We offer this Business Writing Skills Course for group bookings or corporate, in-company bookings. This workshop works particularly well for groups, as we can tailor the course content to help address any challenges you are facing within your organisation.

Flexible Dates & Venue

In-company training minimises disruption to your productivity, delivering training on dates that suit you best.

You choose the training venue. We can come to your premises if you have space to deliver training. Often, companies prefer to host the training in a nearby meeting venue or hotel to ensure that participants are focused and attentive.

There are many benefits to choosing in-company training. Here are some of the top reasons to choose a customised, in-company course:

- **Flexibility**
  In-company training means that you can hold the training at a date that works best for your schedule, so there is minimum disruption to your team’s productivity.

- **Cost-Effectiveness**
  Group, or in-company training is the most budget-savvy method of up-skilling your team.

- **Customisation**
  When designing an in-company programme, we customise the course content to address your goals, challenges and priorities.

- **Increased Morale**
  Taking part in an in-company training workshop promotes productivity and team motivation in many ways.
What Are The Benefits?

✔️ A Structured Approach to Creating Business Documents
A major benefit of attending this course is the confidence that comes with having a structured approach to preparing effective documents.

✔️ Tips & Techniques From Experienced Trainers
Our trainers have a wealth of experience in the corporate world. Your trainer will share proven methods, which will enhance your business writing skills.

✔️ Planning and Preparation Techniques
Correct preparation of your document is half of the battle. This course will teach you best-practice techniques for planning your document.

✔️ Writing Skills You Can Implement Immediately
The skills and techniques you will learn on our 1 day course can be put into place instantly.
Who attends this Business Writing Course?

How you compile reports, emails and letters is a reflection of both you and your organisation.
Completing this workshop will give you and your team best-practice guidelines, and provide a structured approach for creating any business document.

- No previous experience is needed
- Suitable for all industries
- Excellent refresher workshop for those with experience in report writing

Who delivers this course?

Our trainers are all certified training professionals with a wealth of hands-on experience in varied business areas.

How is this course delivered?

We blend active learning with theory to give you an engaging learning environment. Over the course of the workshop, we have discussions, practical activities and exercises.
Course Content

1 Planning

• Planning your document
• What do you want to communicate?
• What are your objectives?
• Visualise your reader

2 Structuring Your Document

• The “ABC” of all good business writing: Accuracy, Brevity, Clarity
• 3 Steps to Good Writing:
  » Goal: what do you want to achieve?
  » Create: draft your document
  » Edit: check your document

• Powerful opening statements
• Logic and sequence
• Effective closing statements
• The cause and effect of clear thinking

3 Avoiding Pitfalls

• Avoiding jargons and clichés
• Phrases to avoid
• Commonly confused words
• Punctuation - the hidden key

4 Action Plans

• What are you going to do in order to create better business documents?

Tailored for Your Needs

This is an example of our standard Business Writing Skills workshop content.

When we deliver this course as an in-company training programme, we will discuss your challenges and priorities in advance of the training.

Request a Quotation
3 Ways to Get Started

Talk to Us
You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri 9.00am - 5.00pm).

We will be happy to answer any questions you have, advise on the best option for your team's business writing training.

Freephone 1800 910 810

Get a Tailored Quotation
To request a tailored quotation for your in-company Business Writing training, click the button below.

We will be in touch with a detailed quotation fitting your team's requirements.

Get a Quotation

Ask A Question Online
If you'd prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the “Ask A Quick Question” button below is the best option. We'll respond with the information you need.

Learn More
We believe that the key to a thriving and rewarding career is continuous professional development.

For 30 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, lean six sigma, management, communications, sales, and training design and delivery skills.

Our courses are designed to expand your skills and enhance your career potential.
Get In Touch

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