

## Better business writing

### Outcomes

**After attending this workshop, participants will:**

- ✓ have the skills for communicating more effectively in writing
- ✓ understand of how good written communication supports team performance
- ✓ recognise their individual accountability for effective written communication
- ✓ appreciate the value of good writing for their own professional performance

### Content

**Consider the readers' needs and expectations**

**Apply word choices, style, tone, syntax, etc. to different communication situations**

**Plan and structure purposeful, meaningful messages**

**Compose messages efficiently**

**Evaluate and self-edit your writing**

**Achieve desired responses to your written communication**

**Action planning**

Please note that this an example only. All our workshops and courses are customised to meet your specific needs.