Business Writing

Course Overview

- Classroom business writing program designed to improve written communication skills
- Focus on interpretation of data, summarizing results and succinctly elevating issues in need of solution or further analysis
- Half to one day classroom with pre-class assignments

Target Market

- Mid to senior level managers in need of improved written communication skills or presentation development expertise
- Managers whose positions require analysis and communication of complex data and/or processes

Materials

- Format and writing style, logical and succinct writing skills
- Delivery of a message focusing on core issues
- Do's and don'ts of effective professional writing

Delivery Mechanism

- Pre-work consisting of sample writing by each participant, reviewed by program director prior to on-site class
- Examples placed into materials customized to the particular class
- Optional: Client provides data and/or process info requiring summary, convert to in-class group exercise and debriefing
- Optional: Post class one-on-one or smaller group focus