

CRITICAL WRITING SKILLS



PREFERRED TRAINING
NETWORKS

“It’s better to debate a question without settling, rather than settle a question without a debate”

– Joseph Joubert, 1896

One major irk of senior managers is that they spend too much time proofreading reports and correspondence from their direct reports. For example, a critical report is due, and the senior manager is reliant on everyone to complete their individual sections. Alas, the compiled report then becomes disjointed. It’s a combination of different writing styles, different tenses and poor grammar. The senior manager is furious as it will be their signature on the report. It is panic stations and the senior manager (and their team) scrambles to fix the report.

This unique training course is designed to make the compiled report more integrated. Far less corrections are required because everyone is writing with the same structure and objectives.

NUTS AND BOLTS

Would you like to attend this program?

For maximum effectiveness, this course is best conducted as an in-house program.

Venue: For your convenience, you can choose to conduct this course at your workplace. Alternatively, we can provide a training venue at a small additional cost.

Duration: Each course can be tailored to suit your timeframes.

Look at what you receive within 24 hours at no cost:

- An obligation free proposal
- A bio of a proposed trainer
- Training cost

Key Learning Outcomes:

At the conclusion of this course, participants will be able to:

- adjust writing styles to the context of the report
- keep the objectives of the report top of mind
- remove writing clutter and stick with short and sharp sentences
- weigh pieces of information against each other
- indicate why a course of action will work
- evaluate strengths and weaknesses
- include practical and inclusive language
- rid your writing of punctuation mistakes
- practise the 4Cs’ of Writing: Clarity, Concise, Complete and Correct
- proofread your writing before sending
- conduct a writing health check on all your correspondence (including email)
- remove recurring mistakes once and for all
- develop writing templates

GET IN TOUCH

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