



NATIONS

CORPORATE TRAINING

ESSENTIAL 21ST CENTURY LEADERSHIP SKILLS

CORPORATE BUSINESS WRITING


For anyone looking to create more professional and effective written communications.



NATIONS INCORPORATED

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  @NationsInc



ABOUT THE COURSE

This highly interactive course is designed to help the business communicator improve writing skills such as preparation, organization, understanding the needs of the reader, avoiding common grammatical and spelling mistakes, and basic editing. Throughout the course, participants will have the opportunity to work on documents they have developed or will need to develop for real world business purposes.

WHY CHOOSE THIS COURSE?

The typical business executive or professional spends approximately 20 percent of their time writing. Yet, writing is a skill few seek to improve once they enter the business world. This course is ideal for anyone who wishes to create more professional and effective written communications and to improve the impact of their writing on clients and coworkers.

WHAT WILL I LEARN?

- The three levels of Communication.
- Methods to creating effective Written Communications.
- Writing clear and purposeful statements.
- The impact of Behavioral Styles on Communication.
- Grammar and Composition Skills.
- Reports, Memos, E-mails and Letters.
- Strategies for effective editing.

COST

\$36,000.00

DURATION

18 Hours

Inhouse Training is available and can be tailored to suit your organisation's training needs.

CERTIFICATION

Successful learners will be awarded an ABMA certificate of completion. ABMA is an Awarding Organization based in the UK offering OFQUAL Regulated and Professional qualifications in the UK and internationally.

