

Clear Business Writing

This 2-day training course is for anyone who needs to write clear, well-structured business documents.

What will I learn?

You will learn the principles of Structured Writing to get started quickly and develop business documents that get the results you need. We will teach you expert tools and techniques to:

- identify your document purpose and target audience
- structure and organise your information
- manage quality and time
- use shortcuts and technology to speed up your writing
- edit and proofread your writing.

What is Structured Writing?

Structured Writing is a modular, topic-based approach to developing documents that are easy to write, read and use. It speeds up writing time, improves reader comprehension and enables content reuse.

Who should attend?

This course is for you if you write common business documents like emails, reports, proposals, business cases, presentations or work instructions.

Benefits

This course enables you to:

- learn proven techniques to write with confidence
- lift your writing to a professional standard
- spend less time writing, and
- write clear documents that are easy to read and understand.

Course details

Duration: 2 days

Participants: 1-9

Locations: Auckland, Wellington or inhouse

Price: \$1,595 + GST per person

Course outline

- Analysis and planning
- Principles of clear business writing
- Organising content
- Designing and presenting content
- Editing and testing
- Speeding up the writing process

Contact us

Please contact us to discuss your requirements or for further details.

Phone: 0800 50 50 56

Email: tactics@tactics.co.nz



Who teaches it?

The course is led by Rhiannon Herrick, who has extensive experience in designing, developing and delivering written material and training writers in a variety of contexts nationally and internationally. She is a knowledge management specialist and qualified and experienced in analysis, design and development of high quality documentation for specific purposes for targeted audiences.

What do I get?

The course materials include:

- Comprehensive Clear Business Writing manual containing exercises and examples
- Follow-up support including a free 1-2 page document review, and
- Certificate.

Course dates and registration

Visit www.tactics.co.nz to check out our upcoming training course dates and book online.

Terms and conditions

Participant attendance

If a participant is unable to attend the workshop, the participant can attend any public workshop within 12 months of purchase or can be substituted for another participant at any time.

Payment

Payment is on invoice within seven (7) working days from the invoice date.

Cancellation and transfers

To help us organise workshop materials, catering and venues, we ask that you let us know as soon as possible if you are unable to attend a course.

Transfer and cancellation fees will be charged as follows:

From course start date	Transfer fee	Cancellation fee
More than 15 working days	Nil	\$50 booking fee
10-15 working days	Nil	25%
5-9 working days	25%	50%
Less than 5 working days	50%	75%