



Join the Dots

Recruiting & developing **extraordinary** people

Business and Report 'Excel'ence

Objectives

A 2 day programme that will develop skills in communicating effective reports and designing effective communication.

What is it about and what will it do?

Equips managers with the skills, knowledge and understanding to write for business development with style.

Who is it for?

Managers, Team Leaders and trainers who are responsible for delivering information and knowledge to individuals, teams and business.

Outline content

- Being reader centric
- How to approach reader centred business writing – the basic words, spelling and grammar
- The power of perspective
- The subtleties of visual appeal
- Professionalism and service
- Word choice
- Polishing your style



Join the Dots **Recruitment and Training Limited**

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