



Join the Dots

Recruiting & developing **extraordinary** people

Writing for Results

Objectives

- To review grammar, spot mistakes and understand what makes a document easy to read
- To understand how to write clearly
- How to organise structure
- To develop a professional and personable style
- To present effectively to the audience

What is it about and what will it do?

Delegates will learn how to use all forms of written communication to achieve effective results.

Who is it for?

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

Outline content

- How to utilise best writing practice
- Using punctuation effectively
- Proof reading and checking
- Different forms of communication i.e. report writing, emails, letters, proposals
- The pitfalls
- Writing for the reader



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