

Management Effectiveness	
Session Code	ME09
Session Title	Business Writing
Topics Covered	Structure writing effectively and present high-quality business cases/reports
Delivery	Half Day (4 Hours) - tutor led f2f or online sessions
Minimum - Maximum Number of Delegates	1-10
Who will benefit?	Managers at all levels

<p>Content</p> <ul style="list-style-type: none"> ▪ Adopt a systematic approach to business writing that works for all documents ▪ Use an appropriate tone suitable for your audience ▪ Apply advanced principles of excellent quality writing 	<p>Benefits</p> <ul style="list-style-type: none"> ▪ Understand how to plan and structure documents in a professional manner ▪ Practice in preparing the introduction, executive summary, the main body and the conclusion of a variety of documents ▪ Compile documents in a logical sequence (that's easy to read) ▪ Recognise and eliminate common errors when writing documents ▪ Answer the documents purpose concisely and maintain clarity throughout
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