

Effective Business Writing Skills (Correct Communication – Politically and Grammatically)

Your mails and reports are the most frequent point of contact with the most important people in your career - your internal customers and your external customers. They are reference records and long after a project is completed or leave an organization, the communication links remain. Effective communication skills are invaluable; but invariably, they are in short supply. If you are looking for a communication skill workshop that works, this power-packed intense training workshop is the one for you.

Objective of the workshop:

- To enable participants to communicate freely and appropriately in every situation
- To help participants become aware of the necessity of applying the principles of seven Cs in every communication
- To facilitate participants to feel more empowered and confident due to their enhanced communication skills

Who should attend?

All executives who use telephone, mails, letters and reports to address issues

Benefits:

Participants will be able to:

- Communicate in clear, concise and correct language
- Handle correspondence confidently
- Develop reader-friendly language and attitude

Workshop Focus:

- Seven Cs of Communication: Completeness, Conciseness, Correctness, Concreteness, Clarity, Courtesy, Consideration
- Structure of emails, letters and reports
- Email etiquettes
- Most common mistakes made in spelling, grammar and formatting in written communication
- Changing structure of mails/letters while conveying positive and negative messages

Training Methodology:

Structured exercises, Brainstorming, Role plays, Assignments to be submitted online every day.

Training Medium:

Online via Skype

Training Methods:

PPTs, Structured exercises, Discussions, Quiz, Brainstorming, Role plays, Assignments, Videos.

Duration:

40 hours - Timing, Frequency and duration of each session decided as per mutual convenience. Short assignments will be mailed after every topic.