

ADMINISTRATION WRITING SKILLS



Target Audience	People who are required to produce written documents in their work environment
Overview	<p>This workshop is designed for those who wish not only to improve their business writing but to enjoy the writing process more. It is a hands on workshop where participants have the opportunity to practice writing basic business communications including email and business letters.</p> <p>As well as developing critical abilities with which to analyse their own writing, participants learn to correct common punctuation, grammatical and syntactical errors.</p>
Content	<ul style="list-style-type: none">• Writing in plain English• Planning and proofreading• Checking your writing style• Writing effective emails• Business letters
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	\$395 (incl GST) per participant
Duration	1 day
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	<p>Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au</p>

Contact us to discuss how this course can be customised for your organisation's needs