

EFFECTIVE EMAIL WRITING



Target Audience	People who are required to produce written business documents in their workplace.
Overview	<p>Email has become an essential part of our working day. It's the communication medium we love to hate – popular, convenient and fast – but can also be very time consuming and frustrating.</p> <p>We are all still working out how to use it best – and there are few hard and fast rules.</p> <p>Most people have never had any training in its use. This program gives you some tips to improve your business communications and make your emails work well for you.</p>
Content	<ul style="list-style-type: none"> • What writing style should I use? • Should I personalise my emails? • How do I set the tone? • What about subject lines? • How can I manage email overload? • What are the pitfalls and how can I keep out of trouble?
Qualification	Non-accredited Certificate of Attendance
No. of participants	Minimum 8 - maximum 15
Investment	\$160 per participant (includes training materials)
Duration	3 hours
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

Quality Training – Flexible Delivery