Course Overview:

The Business Writing Skills training course teaches trainees how to write a business report that people understand and take seriously. It is both informative and practical, with excellent back-up course notes to form a valuable reference source for the future. A course that is completely up-to-date and suitable for everyone in business who has to communicate using the written word.

Course Objective:

- To provide appropriate guidelines and to appreciate the major different forms of business reports.
- To plan and select presentation styles.
- To compose and punctuate grammatically correct sentences.
- To appreciate brevity, clarity and accuracy in written communication.
- To improve overall capability in producing written communication.
- To individually practice the art of business report writing.

Course Outline:

- Pre-write
- Prepare the Information
- Organize the Writing
- Introduce the Content
- Write a Clear Document
- Write Clear, Complete Explanations
- Write a Conclusion with Impact
- Write Clear, Effective Sentences, Paragraphs, and Words
- Prepare a Polished, Correct Final Draft
- Practical Sessions on Writing Reports Based on Different 'Work Related' Scenarios

Who Should Attend:

- Administrative Managers,
- HR and Public Relations Department Personnel.
- Staff of all levels who need to be able to express their ideas clearly and effectively in English.

Training Language:

English-Arabic

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation