



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

BUSINESS WRITING ESSENTIALS - 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>Local government employees wanting to refresh or develop their business writing skills. Writing is a key method of communication for most people, and it's one that many people struggle with.</p> <p>This workshop will provide an overview of the most common business documents including proposals, reports and agendas giving you that extra edge in the workplace.</p>	<ul style="list-style-type: none"> • Writing with professional impact • Spelling and grammar • Structuring sentence for effectiveness and readability • Creating paragraphs with persuasive power • Writing meeting agendas • Writing business letters • Writing proposals • Writing reports • Other types of documents 	<ul style="list-style-type: none"> • Gain a better understanding of common spelling and grammar issues in business writing • Review basic concepts in sentence and paragraph construction • Learn to use email professionally and effectively • Learn how agendas, email messages, business letters, business proposals and business reports are structured in a professional environment • Master techniques for improved proofreading skills • Learn how peer reviews can help improve business writing skills • Learn guidelines for printing and publishing business writing • Gain valuable insight into international etiquette



COURSE DETAILS	
Delivery	Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and question and answer sessions. Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland. Customisation is available based on individual council requirements.
Fees and Inclusions	Our training course will include: <ul style="list-style-type: none"> • Instructor-led training • Statement of Attendance • Course Workbook

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

**REGISTER NOW
07 3000 2148
FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au**



Human Resources and Employee Services Contract: BUS-278
Prequalified Supplier Arrangement