

Business Writing Essentials

Improve your business writing skills to communicate professionally

Synopsis

Peak's one-day workshop is suited to council employees who need to refresh or further develop their business writing skills.

We will review and work with the most common business documents including emails, reports and agendas and when delivered inhouse, we will work with documents relating to your council.

Course Topics

- Writing with professional impact
- Spelling and grammar
- Punctuation
- Sentence structure and paragraphs for effectiveness and readability
- Preparing meeting agendas
- Writing emails
- Writing business letters
- Writing business cases
- Writing reports
- Proofreading
- How peer review can help.

Course Details

Delivery: Inhouse or Virtual delivery

Structure: Interactive Workshop

Time: 1-day

Class Size: Max 15

Cost: On request

About the Trainer



Donna Neilson brings three decades of working in Local Government to Peak. With a background in law and many years as a councillor, she has an in-depth knowledge of the legislation and workings of councils.

As a former executive of numerous Boards, Donna has a wealth of experience in governance and uses a down to earth approach to help students understand their responsibilities.