



Communication & Business Writing

 **3 + 3 + 2 Hours**



Learning Objectives

- + Elements of the communication structure
- + Own communication habits
- + Adjusting communication style to recipient
- + Write business communications with more confidence
- + Effectively refine your written communication



Learning Tools

- + Stories
- + Real life work scenarios
- + Group Exercises
- + Self Assessment
- + Infographics



Your Takeaways

- + Introduction to business communication in verbal and written form
- + Interactive & cross-cultural learning experience
- + Communication confidence

Learning Modules

- + Communication types and styles
- + Types of behaviour and how this impacts communication
- + Culture, adjusting communication style to recipient
- + Forms of business communication
Writing: email, letters, reports
- + Communication Professionally: understanding the standards
- + Planning your message: Plan, Draft, Edit – Goals, Audience
- + Fixing writing mistakes
- + Proofreading: corrections, final check