



“Better Business Writing”

A business document is many things. A first impression, a proposal, a story, a demonstration, a promise. But none of that matters if your clients don't understand the document.

Our customized onsite workshop, "Better Business Writing," gives your team the tools they need to develop strategies to write accessible business documents efficiently and in less time.

The result: a team with better business writing skills who will showcase your organization's professionalism and talent and ensure that your clients and prospects are interested and engaged.

Offered as an onsite workshop, webinar, or virtually.

Learning Objectives

At the end of this course, participants should be able to:

- Create strategies to write more effectively
- Develop useful prewriting strategies
- Use language effectively
- Use organization to facilitate reading
- Apply logic to create readable documents
- Write clear emails, memos, reports, and other business documents