



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Writing for Results

Who is it for ?

Managers, team Leaders, and trainers who are responsible for delivering information and knowledge to individuals and teams.

What is it about and what will it do ?

Delegates will learn how to use all forms of written communication to get effective results

Typical Objectives

- To review grammar, spot mistakes and understand what makes a document easy to read
- To understand how to write clearly
- How to organise and structure
- To develop a professional and personable style
- To present effectively to the audience

Indicative Outline Content

- **How to utilise best writing practice**
- **Using punctuation effectively**
- **Proof reading and checking**
- **Different forms of communication ie report writingf, emails, letters, proposals**
- **The pitfalls**
- **Writing for the reader**

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