€TRAINING

English Business Writing Skills

11 - 15 November 2024
Kuala Lumpur (Malaysia)

English Business Writing Skills

REF: Q1245 DATE: 11 - 15 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

This training program equips participants with the essential skills needed to excel in professional written communication. By this program, participants will deal with Policy and Procedure documents written in the English language but will use techniques that have wide application to many types of documents to enhance their professional credibility and contribute to organizational success.

Program Objectives:

At the end of this program, participants will be able to:

- Increase recognition and working knowledge of Policy and Procedures implications and potential problems.

- Develop drafting skills applicable to various documents, improving clarity of expression and reducing risks.

- Understand different document roles and practical techniques for drafting Policy and Procedures.

- Practice drafting skills in a supportive environment, enhancing strategic thinking and interface with professionals.

- Improve understanding of contract wording and identify areas prone to issues, mitigating effects through well-drafted documents and good management.

Targeted Audience:

- Professionals who want to learn techniques to improve their writing skills.

- Team leaders, supervisors, section heads, and managers.

- Professionals who have an interest in written English.

- Project, purchasing, finance & production officers and personnel.

- Technical professionals including those in Maintenance, Engineering & Production.

- Secretaries, clerks, administrative and support staff.

Program Outlines:

Unit 1:

Introduction to Policy & Procedure Writing:

- Introduction.

- Why they are important.

- What makes a good Policy.

- The structure of Policy and Procedures.

- Writing styles.

- Incorporation of other documents.

Unit 2:

The Governance and Roles involved in Policy:

- The role of Policy and Procedures.

- What needs to be included.

- Who needs to be involved.

- The review process.

- The approval process.

- Publication.

Unit 3:

How to Implement Policy & Procedures:

- Review of examples of Policy and Procedures.

- Avoiding ambiguity.

- Standards -ISO.

- Communications.

- How to ensure staff compliance.

- Maintenance.

Unit 4:

Drafting Policy & Procedure:

- Drafting guides.

- Best practice.

- Useful tips.

- Effective writing.

- Commercials.

- Drafting exercises, based on the documents reviewed.

Unit 5:

Case Studies and Workshops:

- Case Studies.

- Groups.

- Workshop objectives.

- Final wrap-up.

- Discussion.