

Business Writing Workshop

Date - April 3-4, 2007

Day - Tuesday & Wednesday

Venue - Haffa House Hotel

Time - 9:00 am- 5:00pm

Investment per participant - 175 OMR

Almost all professionals spend 15-20% of their time writing emails, memos, letters and reports.

Competence HR brings in Oman a practice driven workshop to improve participants' ability to write in English and teach participants how to organize their thinking and write what they mean, without the clutter of unnecessary words and complex sentences.

Participants will learn persuasive writing skills – how to think clearly about why they are writing, what they expect to accomplish, and how to present their ideas logically and persuasively. This workshop guarantees an improvement in communication skills and, as a result, increases in productivity and job satisfaction.

Workshop Contents:

- Introduction to Business Writing
- Business Terminology
- Writing Effective Business Letters
- Writing Effective Business E-mails
- Responding to Problem Situations
- Describing and Comparing Products
- Conducting a Meeting
 - ♦ Writing an Agenda
 - ♦ Taking Minutes
- Framework of Writing a Report

For further details please contact:

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Course fees is inclusive of professionally written course material + tea / coffee + lunch