

## Business Writing for Concise Emails

Emails have become the preferred choice for business communications.

Are emails one of your big time-wasters? Would you like to know the secrets of streamlining your email correspondence, freeing you up to focus on other tasks?

### Course Structure

This comprehensive half day course is full of practical strategies and insights that really work, which can be applied the very next day on your return to the office.

#### Formatting your Thoughts

- › Learn how to clearly clarify and define your central purpose and message.
- › Understand the elements of structuring your email communication.

#### Write for Your Reader

- › People deal with information overload by filtering, skimming and scanning. They don't have time to read long-winded emails. Learn how to connect with your reader by streamlining.

#### Manage your Tone

- › Tone is such an important factor in emails. Get it wrong and you push negative-buttons and create unnecessary miscommunication. Let us show you the four factors which help define the tone of your email.
- › Understand email etiquette – key email fundamentals and how to avoid common pitfalls.

#### Managing your Email Inbox

- › Learn time saving tips to significantly improve your efficiency and improve your email management.

#### Continue the Learning

- › Course attendees further build on the skills covered during the training by setting a 3 week Action Plan. They take the key information covered during the course and set a plan for implementing the strategies in-real-work-time over the next 3 weeks.

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### Course Nuts and Bolts

Course Dates:	Please refer to our website for upcoming dates <a href="http://www.innovativetraining.co.nz">www.innovativetraining.co.nz</a>
Investment:	Standard Fee: \$375 + GST   Early Bird Fee: \$325 + GST
Duration:	A half day course, starting at 1.00pm and concluding at 4.00pm.
Location:	Registered course attendees will be provided with full venue details.
Limited Numbers:	Courses are limited to 10 participants. Please register early to avoid disappointment.
Inclusions:	Highly experienced trainer, a comprehensive manual, ITS Certificate of Achievement.

### Further Information

In this age of mass information and communication, being able to write clearly is fundamental to business success. Emails are now a standard form of communication and in many instances they have replaced formal letter writing.

If you're serious about writing emails that are reader-friendly, clear, concise, and get the outcomes you're looking for; then this is the course for you.

The time taken to carefully communicate via email will provide huge benefits including less time taken to resolve any confusion. This also helps enhance honesty, transparency and opportunities for collaboration. The course will show you how to gain control over your emails, enabling you to work far more efficiently.

The course is conducted by a highly experienced trainer who will ensure you receive exceptional value and results from the training.

#### Please Note

We can facilitate this course in-house for your business and customise the content to suit your requirements. To discuss your needs, get-in-touch by email: [enquiry@innovativetraining.co.nz](mailto:enquiry@innovativetraining.co.nz) or call us +64 9 360 3252.