

# Business Writing Series - Planning and designing your document

The Business Writing Skills workshop is aimed at ensuring you have the skills needed to apply structured writing techniques to develop clear, user-focused and accessible documentation.

The workshop is targeted to individual participant development needs to help you write with authority and clarity. The ability to express yourself clearly in writing is one of the most important skills in business.

Within the workshop, you will be introduced to tried and tested structured writing techniques that will help you plan and write effective emails and short business documents that get the results you need.

If you would like to hone your ability to write with clarity and influence, then this program is ideal for you.

## Snapshot

Duration: The course consists of 3 x 90 minute sessions. All 3 sessions must be attended.

- Structured writing (Part 1/3)
- Planning and designing your document (Part 2/3)
- Writing, presenting, and editing your document (Part 3/3)

## Topics covered

In session 2, you will learn effective approaches to planning and designing your documents.

The session will cover:

- Planning your document

Identifying your purpose and intended outcome

Analysing your readers

- Designing your document

Identifying the content

Using templates

Using mind maps to create outlines

Sequencing content effectively