

# Writing for Government

## How to write better documents of all types

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1 Day: CUA Ref: # 7643210

### Course Overview

There is nothing more universal than communication, and the power of good communication is the action it creates. Successful communication is measured not by what our message does to the reader, but what the reader does with our message.

*Writing for Government* is an intensive one day program that develops vital communication competencies based on the written word.

Participants will learn to use the most appropriate layout and writing styles for different types of documents and correspondence, and for different audiences. They will also learn the value of clear and concise writing and the pitfalls of ambiguous or jargon-ridden writing.

### Recommended For

Managers, team leaders, project managers, supervisors, or anyone who needs to prepare letters, reports, briefing notes or information kits.

### Benefits

#### For the organisation

- Staff who can communicate effectively through the written word; and
- An organisation where internal and external communication is clear and appropriate for the audience.

#### For individuals

- Heightened skills in the preparation of all forms of written communication; and
- Improved confidence that your written material is appropriate to the circumstances.

### Learning Outcomes

By the end of the program participants will have:		
<ul style="list-style-type: none"> <li>• Examined and understood the fundamentals of writing for Government;</li> </ul>	<ul style="list-style-type: none"> <li>• Discovered techniques for easy and effective letter writing;</li> </ul>	
<ul style="list-style-type: none"> <li>• Practised writing plain English;</li> </ul>	<ul style="list-style-type: none"> <li>• Analysed the characteristics of providing critical information with limited words for briefing notes;</li> </ul>	
<ul style="list-style-type: none"> <li>• Analysed common mistakes with grammar, punctuation and spelling;</li> </ul>	<ul style="list-style-type: none"> <li>• Discovered how to structure reports for effective and easy reading;</li> </ul>	
<ul style="list-style-type: none"> <li>• Discovered the importance of style and tone and practised their use;</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed email etiquette and guidelines; and</li> </ul>	
<ul style="list-style-type: none"> <li>• Investigated communication guidelines, protocols and procedures for <b>internal</b> correspondence, briefing notes, memorandums, reports and letters;</li> </ul>	<ul style="list-style-type: none"> <li>• Practised techniques for effective proofreading.</li> </ul>	
<ul style="list-style-type: none"> <li>• Investigated communication protocols and procedures for <b>Ministerial</b> correspondence, briefing notes, memorandums, reports. and letters;</li> </ul>		

## Training Methodology

This is a highly interactive and practical program in which participants will:	
<ul style="list-style-type: none"> <li>Discover protocols and techniques that work successfully.</li> </ul>	<ul style="list-style-type: none"> <li>Draft a number of documents.</li> </ul>
<ul style="list-style-type: none"> <li>Analyse their own writing style.</li> </ul>	<ul style="list-style-type: none"> <li>Get feedback from other participants and the course leader.</li> </ul>
<ul style="list-style-type: none"> <li>Relate the above to their personal work situations.</li> </ul>	<ul style="list-style-type: none"> <li>Record their learning.</li> </ul>
<ul style="list-style-type: none"> <li>Participate in discussions.</li> </ul>	

### Presenter

Robert Hounsell is a highly experienced training manager who is internationally recognised and is regularly called on by companies like Barclays Bank to conduct training courses in the UK and Africa. He has consulted to many global companies and conducted training programs in Australia and 13 countries across Europe, the Middle East and Africa. Robert is Director of Training with the Applied Innovation Centre.

Duration - Dates - Venue	Fees per person (including GST)
<b>1 day</b>	<b>\$324 CUA Members</b>
<b><a href="#">Click here for dates</a></b>	<b>\$440 Individuals</b>
St. Catherine's College 2 Park Road, Nedlands	<b>\$330 Groups of 3 or more</b>
<b>Free onsite parking</b>	<b>Lunch, morning / afternoon tea included</b>

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**Discover it, learn it, practise it, make it your own,  
then *do it for real!***

#### Cancellations

No refunds will be made on cancellations received after 7 days prior to the event.

#### Privacy Statement

The Applied Innovation Centre respects your right to privacy and will not provide contact details of course participants to third parties.

Results through **INNOVATION**

