



asc
training and
development

Professional Writing for Government

Duration

2 x ½ Days

Format

Face to Face

Description

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.

Outline

This is an intensive two x half-day program for people working in government 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
- the value of clear and concise writing and the pitfalls of ambiguous or jargon-ridden writing.

Format

Writing for Government is run over 2 half day session from 9:00am- 12:30pm on each day.

Career Outcomes

Participants will enhance their workplace written communication skills.

Investment

\$396 (inc GST)

Inclusions:

- continuous coffee, tea and morning tea are provided at sessions. There are many quality food vendors within 1-2 min walk for you to purchase your lunch, or you are welcome to bring your own lunch if you wish
- course learning materials

Training Venue

ASC Training & Development
Harmer House
Level 2, 5 Leigh Street
ADELAIDE SA 5000

For more information, contact:

(08) 8410 2627

www.asctraining.com.au