

Writing for the Business Professional

Category: Business Skills | **Vendor:** Leadership & Professional Development

Duration: 16.00 hours (2 days)

13.0 CPD Hours

Rating: ★ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In this course, you will learn the essential skills needed to organize your thoughts and select the best words and phrases to clearly convey them in writing. Private classes on this topic are available. We can address your organization's issues, time constraints, and save you money, too. Contact us to find out how.

About This Course

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Who Should Attend

Professionals desiring to be able to communicate clearly and concisely in their writing will benefit from this course.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Awareness of common spelling and grammar issues in business writing. Basic concepts in sentence and paragraph construction. Basic structure of agendas, email messages, business letters, business proposals, and business reports. Collaborative writing techniques, tools and best practices Tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports

Additional Course Details

Nexus Humans Writing for the Business Professional training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Writing for the Business Professional course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you. Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Writing for the Business Professional?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
 - Traditional Instructor-Led Classroom Training (ILT)
 - On-site delivery at your offices anywhere in United Kingdom
 - Private dedicated courses customized for your team
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Q: How many CPD hours does this course provide?

The 2-day Writing for the Business Professional course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Writing for the Business Professional training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Writing for the Business Professional?

Yes, we provide corporate training, dedicated training, and closed classes for Writing for the Business Professional. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Writing for the Business Professional?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Writing for the Business Professional training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

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