

BUSINESS WRITING SKILLS WORKSHOP

The one-day business writing skills workshop provides tangible writing skills designed to help professionals write cohesive business reports and proposals for specific audiences. The practical workshop demonstrates best writing practices for distilling complex information in a succinct and engaging manner to deliver maximum impact.

Participants engage in a hands-on writing environment to identify potential pitfalls in their own written communication and receive one-on-one feedback on how to polish their work from writing expert Anne Gleeson, who has more than 30 years of experience.

ELIGIBILITY FOR THIS SESSION

- You hold a role that necessitates the submission of reports or proposals tailored to specific audiences.
- To make the most of the workshop, please bring a sample of your written work that can be utilised during the session.
- Please seek approval from your manager to attend this session, as there is a fee of \$500 per person which will be charged to your division. Kindly cc your manager in the email when applying to attend.
- Promptly RSVP to secure your spot, as there is a limited capacity for this session.

DATE/TIME

Wednesday the 20th of September, 9am – 5 pm

VENUE

Sunshine Hospital WCHRE building level 2
Collaborative Learning Room

RSVP

If you meet the above eligibility requirements, please RSVP to Melissa Edwards, Senior Organisation Development Consultant by Thursday the 31st of August for a calendar invite to the event and for catering purposes.

Please email melissa.edwards2@wh.org.au or call 0497 084 790.