

# Business Writing Training: Writing Briefing Notes (BRIEF, 1 jours)

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## Description

In the modern workplace, executives must remain informed on a wide array of topics. In such an environment, briefing notes provide managers and directors with valuable information on situational background, facts and the key considerations in making a decision. The course Writing Briefing Notes (Business Writing Training) teaches you the skills you need to write informative and correct briefing notes for the executive level. It combines theory and practical exercises to help you plan, draft and perfect your briefing notes.

## Tarifs

- Tarification: \$850/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

## Plan de cours

### Introduction

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What is a briefing note?

Why write a briefing note?

What makes an effective briefing note?

### Planning and Writing

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Briefing note types and formats

What is the purpose of your briefing note?

Who is the recipient?

What is the context/need?

### Planning the draft

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Understanding the different sections of the briefing note

Preparing the content

Getting started – writing tips

Drafting your briefing note

### Editing and Review

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Reviewing content and structure

Reviewing for readability and plain language

Reviewing grammar and spelling

### Wrap Up

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