



WRITE ON TARGET

It's not just what you know and write about, it's how you write about it that's equally important if you want to be effective. Good written communication skills are called for in the job specification of almost every public sector employee. This highly-active course will refresh and update your understanding of the rules and techniques behind effective written English and provide plenty of opportunities for practice.

Content

- The principles of effective writing; a 4-stage effective writing process.
- Grammar 101.
- Plain English.

Outcomes

- You will Improve your understanding of effective professional writing.
- You will learn how to avoid writing ambiguous and confusing documents.
- You will refresh and update your knowledge of some fundamental grammar and writing structures.

Who Should Attend

Anyone who wants to write effective documents.

Benefits to You and Your Organisation

- Increased understanding of government writing.
- Increased confidence in writing.
- Increased ability to produce high quality writing.
- Become a more informed writer.
- Increased clarity and succinctness of written material.
- Time and money saved through improvements to quality of written communication.

NOTE: Participants are required to bring a piece of professional writing that you have produced recently, for use at the workshop. This will be kept confidential.

Competency Framework

Entry Level Core
(ASO1-ASO2)
Front Line Core
(ASO2-ASO5)

Facilitator

Sue Averay

Register

www.sa.ipaa.org.au
enquiries@sa.ipaa.org.au
08 8212 7555

Duration

1 full day
9:00am-4:30pm
8:45am registration

Dates & Bookings

See IPAA SA website

Location

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions

Workbook, morning tea, lunch and refreshments

Costs

Professional Members \$460
State Gov Members \$495
Corporate Members \$505
Non-Member \$575