



Conducts

One Day Training Program On

“Effective Business Writing Skills”

Introduction:

In today’s fast-paced mobile workplace, communicating in writing has become the most important form of business and relationship development. From the most routine informal email to the highly structured formal report, every written communication is an opportunity to impress, influence and increase collaboration. Your ability to present your ideas and respond effectively to the needs of others, in writing, has a major impact on business results and your career.

Course Outline:

- Introduction and overview
- Email writing
- Reports writing- Structure
- Revising and Checking

Learning Outcomes:

To help participants write effective and correct e-mails and reports; to improve their ability to write English confidently and correctly. The stress in this module is on written communication.

Methodology

- Participative and interactive presentation
- Written exercises
- Editing of e-mails and letters
- Rewriting and re-framing of sentences
- Question and answer session



FACILITATOR: Mr. Shyam

Energetic Corporate Training professional with Expertise in Sales Training, Behavioral training, English Language and Soft Skills. High-Performing, Strategic Thinking Trainer with more than Seven Years’ Experience in the industry.

He is an expert in conducting Email Writing Skills, Selling Skills, Handling Criticism, Decision making, Negotiation Skills, Goal Setting, Conflict Management, Johari Window, Critical Thinking, Personal Effectiveness, Fish Philosophy, Leadership skills, English Language, Time Management, Public Speaking, Communication & Presentation Skills.

TRAINING PROGRAMME FEE :

Rs. 3,500/-per participant + 18% GST.

GSTIN : 33AFKPG7543M1Z5 SAC CODE : 999293 (Commercial Training and Coaching Services)

It covers Course Material, Buffet vegetarian lunch & refreshment. Cheque / DD drawn in favour of “Maxwell Centre for Industrial Training and Development”.

Registration Terms & Conditions:

- Clients, who are nominating 2 or more than 2 participants, will avail 10% discount on the total cost.
- Cancellations are subject to a service charge. Substitutions are acceptable. Maxwell Academy Private Limited has the right to cancel a workshop if the attendance does not meet the 7 person minimum. In this instance, all payments will be fully refunded.
- Please contact us at 9841985110 if you have a group of 10 or more. Customized training may be proposed.
- Training Venue are subject to change based on the number of participants

Date and Time:

22nd December 2018

Saturday

10 am - 5 pm



Venue:

Hotel Pan Asia Continental,
Kolkata

West Bengal 700020

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