

Principles of Writing for Business

24th March 2017 – London

13th October 2017 – London



Do you want to refine your writing skills? Do you want to understand the principles of writing for business? Do you want to increase your confidence in producing emails and letters that communicate your message clearly and professionally?

This highly informative one day training course will develop your professional writing skills. You will gain an understanding of the purpose of planning communication and be able to design and produce high quality and attractive documents.

Benefits of the Training

At the end of this training, you will be able to:

- Understand the purpose of planning communication
- Understand the importance of quality and design when producing documents
- Understand how to communicate in writing
- Organise, structure and present your information to meet the needs of different audiences
- Develop a professional, direct writing style



This training course is a Unit of IQ/IAM Level 3 Award in Professional PA & Administration Skills. By attending 5 one day courses and completing written assignments, you can achieve this Qualification. This training can also be attended as a standalone training day and delivered inhouse to your team of administrators.

About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We make learning and understanding fun with interactive sessions that use real examples of financial statements and documents.

We offer 2 PA/Admin Qualifications to support your growth and development.

The IQ/IAM Level 3 Award in Professional PA & Administration Skills is made up of 12 one day courses that can be attended as standalone training options. The IQ/IAM Level 4 Certificate in Office & Administration Management is made up of 4 two day courses that can be attended as standalone training options.

About your Trainer

Annie Page

Annie is a former PA with 15 years' experience working at Director level in a range of industries and businesses. She has worked for over 10 years as a trainer and coach.



Creating the “*Difference that will make the Difference*”
for you, your team and your organisation



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PA & Administration Skills
www.instam.org

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What people say about us

"I had the pleasure of attending a training course with Your Excellency in Dubai – it was an enjoyable, interactive and highly beneficial experience. I have already been able to make use of what I learned. I would definitely more than recommend Your Excellency to give you a training experience that is out of the ordinary."

**Office Manager,
National Research
Foundation, UAE**

"Annie is personable and knowledgeable. She is very good at turning theory into practical tools you can take away and use and I would highly recommend her"

Team Leader, London

"Thank you so much for all your help, support and encouragement during my training. I really enjoyed your courses which were not only informative but fun and have helped me to achieve my career goals"

**Senior Executive
Assistant, London**

www.yourexcellency.co.uk