



# دورة تدريبيية متقدمة في مهارات الكتابة المهنية وفنون التواصل الفعال في بيئة العمل



## دورة تدريبية متقدمة في مهارات الكتابة المهنية وفنون التواصل الفعال في بيئة العمل

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### Course Overview:

The course is designed to refine your business English communication skills, focusing on better business writing skills essential for today's fast-paced corporate world. As part of our communication skills courses offering, we provide comprehensive training for communication skills, ensuring that every participant leaves with enhanced clarity, precision, and effectiveness in their professional writing. We offer a unique approach to learning with a blend of theory and practical application. This course is not just another communication skills course but a targeted program to hone secretary skills, management communication skills, and much more, setting a solid foundation for successful business communication.

### Target Audience:

- Secretaries seeking to refine their secretary skills.
- Managers looking to improve their management communication skills.
- Professionals aiming to build better business writing skills.
- Individuals seeking a comprehensive course on communication skills.
- Translators and Content Writers aiming to enhance their writing proficiency.

### Targeted Organizational Departments:

- Administration
- Management
- Human Resources
- Marketing

## Targeted Industries:

- Consulting
- Financial Services
- IT Services
- Advertising & Marketing

## Course Offerings:

By the end of this course, participants will be able to:

- Enhance their business English communication skills.
- Improve their secretary and management communication skills.
- Develop better business writing skills.
- Experience immersive training for communication skills.
- Gain from a comprehensive communication skills course.

## Training Methodology:

The course adopts an interactive and immersive approach to learning, featuring communication skills workshops, case studies, group work, feedback sessions, and hands-on training for communication skills. This is more than just a writing skills course; it's a comprehensive guide to mastering business English communication skills, management communication skills, and secretary skills. Each module focuses on practical application, giving participants the opportunity to implement their learning in real-world scenarios.

## Course Toolbox:

The 'Effective Writing Skills For Business' course will provide:

- A workbook containing practical exercises to refine your business English communication skills.
- A toolkit to enhance secretary skills, including checklists and templates.
- Online resources and reading materials for better business writing skills.
- Case studies focusing on management communication skills.
- Access to communication skills workshops.



## Course Agenda:

### Day 1: Understanding Purpose and Audience

- Understanding the result you want from the document, knowing your audience, and assessing their interaction with the information. **Topic 1: Purpose and Audience Analysis:**
- Understanding what information the audience requires and gauging their level of knowledge about the information. **Topic 2: Identification of Information Needs:**
- Does the audience need proof? How to plan writing to multiple audiences. **Topic 3: Audience Persuasion:**
- Reflect on the importance of knowing your audience and understanding their needs for effective communication. **Reflection & Review:**

### Day 2: Drafting the Purpose Statement

- Deciding the type of document or oral communication to use in specific scenarios. **Topic 1: Document and Communication Type:**
- Picking a verb that describes what the document does and assembling the five parts into a purpose statement. **Topic 2: Purpose Statement Construction:**
- How to use the purpose statement to settle controversies and an overview of how purpose statements made history. **Topic 3: Purpose Statement Controversies and History:**
- Review how a well-crafted purpose statement can guide communication and resolve disputes. **Reflection & Review:**

### Day 3: Fact Selection and Point Organization

- How to use the purpose statement as a guide in selecting relevant facts for your communication. **Topic 1: Fact Selection:**
- Writing points using short words in short sentences and evaluating points to eliminate irrelevancies and redundancies. **Topic 2: Point Writing:**
- Understanding how to order points for maximum impact. **Topic 3: Point Order:**
- Reflect on the importance of well-organized and relevant information in business communication. **Reflection & Review:**



## Day 4: Draft Composition and Coherence

- Learn how to compose the draft body, conclusion, introduction, and if necessary, the executive summary and abstract. **Topic 1: Draft Composition:**
- Reviewing the draft for organization and logic, using sentence outlining techniques to improve organization. **Topic 2: Draft Review:**
- How to edit for coherence - repeating keywords, using transition words, ensuring each paragraph begins with a point, and applying visual devices. **Topic 3: Coherence Editing:**
- How to edit for clarity - using concrete and specific words, active voice, simplifying tense, identifying and replacing ambiguous pronouns, and more. **Topic 4: Clarity Editing:**
- Cutting redundancies and useless words for concise communication. **Topic 5: Economy Editing:**
- Measuring readability using the Gunning Fog Index, replacing long words with short words, and breaking long sentences. **Topic 6: Readability Test:**
- Review the importance of creating a coherent, well-structured draft and the significance of clear, concise, and readable communication. **Reflection & Review:**

## Day 5: Specialized Writing Skills

- Crafting effective press releases to communicate news and announcements. **Topic 1: Press Release Writing:**
- Techniques for writing impactful speeches for various occasions. **Topic 2: Speech Writing:**
- Review key learnings from the course, reflecting on the specialized skills gained and identifying areas for future development. **Reflection & Review:**

## How This Course is Different from Other 'Effective Writing Skills For Business' Courses:

The 'Effective Writing Skills For Business' stands out as a comprehensive communication skills course that offers a unique blend of theory and practice. Unlike other communication skills courses, our course emphasizes improving secretary skills, managers communication skills, and better business writing skills. Our hands-on approach ensures you receive immersive training for communication skills, equipping you with essential tools for your professional journey. We pride ourselves in our well-rounded approach, integrating various teaching methodologies into our communication skills training.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترال - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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