



UPCOMING COMMUNICATION COURSES AND WORKSHOPS



Writing Ministerial Letters and Briefings 1st Sept

This one day course is for middle-level public sector employees who do not have extensive writing experience in writing ministerial letters and briefings.

The course will provide participants with a sound understanding of the role, purposes and types of ministerial letters and briefings they will be asked to write.

They will gain a good understanding of the different requirements and approaches required for success in each of these quite different writing tasks.

Benefits to you:

- apply that knowledge and your skills to improve your ministerial letters and briefings immediately

Benefits to your organisation:

- Your documents will better represent your agency and your Minister

Full Day Course

Advanced Writing Skills 28th Sept

In this workshop you'll learn how to build on what you know to transform basic writing skills into expertise.

You'll get an advanced toolkit for clear and effective writing and gain confidence in taking a fresh approach.

By the end you'll see major improvements in your writing skills that you can take back to your workplace.

Benefits to you:

- increased ability to work independently
- increased confidence in writing and editing skills
- increased productivity in all aspects of writing and editing

Benefits to your organisation:

- create a shared understanding of what constitutes good writing
- project a consistently professional image through written material

Half Day Course

Writing With Style: The Power of Plain English 14th Oct

This is a practical intensive workshop in the skills needed for effective written communication. Whatever you are writing, you need to make sure you put your reader first.

This workshop shows you how to write the kind of English that communicates effectively with a reader, that is clear and concise.

You will learn how to streamline your written work by following some straightforward rules, and how to structure a piece of writing for maximum readability and impact.

Benefits to you:

- learn to write material that is reader-centred
- produce written material that communicates effectively with a range of readers

Benefits to your organisation:

- reduce time that managers spend editing and rewriting documents produced by their team members

Half Day Course



REGISTER AT
WWW.WA.IPAA.ORG.AU

Courses listed above are held from
9:00AM - 4:30PM (full day) or 9:00AM - 12:30PM (half day) in the Perth CBD.

PRICES

	Half Day	Full Day
Member	\$340	\$495
Corporate	\$375	\$550
Non-Member	\$445	\$660