

Write on Target

Writing Skills for Effective Communication in Government

Overview

Good written communication skills are called for in the job specification of almost every public sector employee. These skills are particularly important for those who write, or contribute to, briefing material for executives and ministers and for those who engage with the general public. Too often, however, the message gets lost. This practical course focuses on communicating in plain English. We will look at the stages of any writing task, have some fun with Grammar 101, and explore the dos and don'ts to ensure your audience gets your message. You can expect a practical, fun and highly interactive session with case studies and exercises.

Content

Topics to be covered include:

- The three Ws of writing.
- The building blocks of language.
- Dos & don'ts for structuring messages to suit different audiences and purposes.
- Grammar 101.
- Writing with Impact.

Outcomes

By the end of this course you will have:

- Improved your understanding of public sector writing.
- Increased your confidence in your writing skills.
- Refreshed your knowledge of basic grammar and punctuation.

Who should attend?

Anyone who wants to write effective documents.

Benefits to you

- Increased understanding of government writing.
- Increased confidence in writing.
- Increased ability to produce high quality writing.

Benefits to your organisation

- More informed writer.
- Increased clarity and succinctness of written material.
- Time and money saved through improvements to quality of written communication.

What you should bring to the course

- A piece of professional writing that you have produced recently, for use at the workshop.

Theme	Core Skills for the Public Sector	2017 Dates
Competency Framework Level	Entry Level Core (AS01-AS02) First Line Core (AS02 –AS05)	<u>Wednesday, 15 February</u>
Duration	1 Full Day 9:00am – 4:30pm (8:45am registration)	<u>Thursday, 13 April</u>
Inclusions	Comprehensive workbook, Morning Tea, Afternoon Tea, Lunch & Refreshments	<u>Tuesday, 20 June</u>
Facilitator	Sue Averay	
Location	Level 6, 12 Pirie Street, Adelaide	
Price	Professional Member	\$460
	State Government Employee	\$495
	Corporate Member	\$505
	Non-member	\$575

