

To-the-point Writing

Workplace Learning

Training code	GSCH-COMPI
Spoken Language	<?php?> Dutch
Language Materials	Dutch
Price	€1.900,00 excl. VAT No extra costs.

What is To-the-point Writing

Do you write in a structured, concise and understandable way? Do you know exactly who you write for and how you clearly convey your information in writing? Do you know how to make your text attractive and readable, and therefore more effective? Or do you write a lot and would you now like to know how to write effectively? We help you to produce something effective from your text because you know how to approach writing.

How do you ensure that your text is read and understood? How to make sure that your message comes across? In this competence training the emphasis is on understanding the steps involved in the writing process. By linking this to your writing, you learn how to write easier and faster effective texts.

After completion of the training:

- You can write a focussed and reader-oriented text by following a structured approach to writing
- You understand how you can increase the quality and effectiveness of text
- You are able to assess, on the basis of certain criteria, text from yourself and others

Who should attend To-the-point Writing

For every professional who wants to get the best out of themselves and others every day, such as:

The training is intended for employees who regularly (will) write text and want to increase the effectiveness of their writing.

The individual character of the training will ensure that it corresponds to your own experience and learning goals. You work with practical tasks, assignments with colleagues, and practice in your own work situation, perform self reflection and spar with your tutor.

Every week you discuss the completed assignments with your tutor by phone or mail. The total study is approximately three (working) days within a period of up to three months, depending on your learning objectives and time.

The training is tailored to the needs of the participants, whether you join a group course, or if you join an individual course like Workplace Learning.



Prerequisites

No specific prior knowledge or prior education is required for participation in the training.

Objectives

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

- Write focused and reader-oriented texts using a structured approach.
- Increase the quality and effectiveness of your writing.
- Assess and improve texts based on specific criteria.
- Understand the steps involved in the writing process.
- Apply best practices to make your texts more attractive and readable.

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