

Effective Writing Skills



Effective communication is a key skill for everyone working in insolvency and we aim to produce clear advice letters, emails and reports. We regularly have to convey complex or technical information to lots of different stakeholders (debtors, creditors, lawyers and co-owners to list just a few), with legal implications if we get it wrong.

How do you set out clearly, in jargon-free language, your message? Can you say what you mean? And get the outcome that you want? If you would like to hone your skills in this area, this course is for you. We will look at all the tools you can use to develop effective written communication within an insolvency framework.

CPD LEARNING OUTCOMES

- Writing for your reader
- How to convey meaning and tone
- How to be concise and clear
- Avoiding jargon and section numbers
- Getting your grammar right and understanding why it matters
- How to construct a letter or report

WHO SHOULD ATTEND

Anyone whose job involves producing emails, letters or reports, standard or non-standard, and anyone looking to brush up their written communication skills.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA director of Insolvency Support Services Limited

LOCATIONS AND DATES

| | |
|------------|--------------------------|
| Edinburgh | Thursday 2 February 2017 |
| Manchester | Thursday 16 March 2017 |
| Glasgow | Tuesday 7 November 2017 |

TIME

10.00am to 4.00pm

COST

Full day course: £285 + VAT

50% reduction for third delegate booking this course