



Email Etiquette and Response Writing Training

Email is still the most effective and preferred method of business communication in this age of rapidly changing technology. Many businesses overlook the important etiquette guidelines that must be followed when using email as a business communication tool.

This email etiquette training course will teach you how to manage emails, create and manage groups, write professionally with effective email structures, and create signatures and templates. Learn how to create concise emails that won't be misinterpreted.

This one-day training course is appropriate for all audiences. It provides the necessary tools to be able to apply them on the job within the next day.

Course Overview

We will spend the first part of the session getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

This workshop will help you teach participants to:

- Describe instances where email is appropriate and necessary.
- Organise your mails in the correct context
- Describe what information should not be shared via email.
- Increase clarity and precision in your expression
- Learn how to organise your message and your thoughts.
- Create an email subject line accurately describes the message's content.
- Find out how many details are needed for the mail.
- Effectively understand, comprehend and respond to mails.
- Avoid senders regret by proof reading.
- Learn how to manage your mailbox and reduce stress mails.
- Create a personal action plan for improving their email skills at work.

Introduction to Email Etiquette

First, we will discuss and explain the basics of business communication, and their barriers.

What Emails to Send

Next, participants will then gain an understanding of the circumstances that require written communication, rather than email.

Improved Readability of Email Messages

Here, participants will learn how to write effective subject lines and make email messages simple to follow.

Business Writing, Channels, and Message Formats

Understanding your audience is essential for any business document. Learn how to communicate clearly and concisely, as well as the appropriate language and word choice for your audience in this session.

Strategies and techniques for common message types

This session includes tips and tricks for email use. These include creating compelling subject lines, creating relevant content, and when email is the best choice.

As Quickly as Possible

Participants in this session will be taught how important it is to respond to emails, even if they are only acknowledging.

Proofreading is a great way to make money

Then participants will learn how important it is to proofread emails before sending them.

Understanding the Writing Process

In this session participants will know how to organize and plan writing for their purpose in this session.

How to project the right image

This session will cover how to respond in various situations.

Practice! Practice! Practice!

Lastly, some practice activities will be done to enhance knowledge of good writing.

Workshop Wrap-Up

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725