



# Collaborative Business Writing

## **Welcome to the Collaborative Business Writing Training**

Writing is often seen as a skill that allows individuals to express their identity and showcase their abilities. However there is a form of writing that requires teamwork. In the business world there are occasions when documents need to be written involving tasks such, as research, editing and most importantly bringing voices together. This can be quite difficult since different personalities often have writing styles. Nevertheless it is not a feat; in fact it can be an experience for participants as they discover something greater, than themselves through writing.

The goal of this training course is to help participants tap into their group writer" by teaching them how to develop a writing style through awareness of various business jargon and practices effective delegation of tasks, efficient communication techniques and setting clear goals. These skills will enable participants to adopt an results oriented approach to their writing.

## **Course Overview**

At the start of the session we'll take some time to acquaint ourselves with the participants and discuss what will be covered during the workshop. It's also an opportunity for students to identify their personal learning goals.

### **During this workshop we aim to help you teach participants;**

- Understanding the concept of business writing.
- Explaining the types of business writing.
- Identifying the characteristics of collaborative team members.
- Analyzing collaborative. Processes.
- Understanding how to establish style guidelines for collaboration.
- Recognizing common barriers, in writing and learning strategies to overcome them.
- Gaining insights into conflict management styles within a context.
- Discovering tips for achieving collaboration in business writing.
- Creating examples of business writing.

### **What is Collaborative Business Writing?**

To kick things off participants will gain an understanding of what constitutes business writing. We'll explore approaches, strategies and patterns related to this form of communication.

### **Types of Collaborative Business Writing**

In this part of the session we'll provide an overview of structure (such as 'cut and paste' or "puzzle") well as sequential summative and integrating construction techniques used in collaborative business writing.

### **Collaborative Team Members**

During this segment participants will learn techniques, for analyzing records gathering information addressing needs and meeting requirements. They will also be familiar, with the procedure the process of coming up with ideas and evaluating the system.

**Traditional Paper Based Approach**

During this session attendees will acquire knowledge on organizing, grouping and constructing files.

**Digital Records**

In this segment participants will gain understanding on categorizing folders within directories.

**Hybrid Approach**

During this workshop module attendees will explore both the innovative processes along, with their limitations.

**Record Management**

This session focuses on teaching participants how to handle paper records manage records efficiently and establish archives.

**Conclusion of Workshop**

Towards the end of the course students will have an opportunity to raise any queries they might have and complete an action plan.

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