

Course title: Technical Business Writing

Course Description:

This course plans to improve participants' Technical Business Writing aptitudes by building up the utilization of structures, styles, and relational abilities inside a business setting, and the capacity to compose proficient business and specialized reports, programming and framework particulars for explicit purposes.

Course Learning Outcome

- Introduction: overview of Technical Business Writing
- Types and Aspects of effective Business Communications
- Types of Business Letters
- Elements of Clear Writing
- Seven C's of effective Business Communications
- Business Communications barriers and how to overcome them.
- Building the structure of a Business Letter
- Building Confidence in Technical Business Writing
- Tips for Smart Business Writing
- Identifying stages in Business Writing

Course Certification: At the end of the course, attendees will be presented with a KHDA (Knowledge and Human Development Authority's) attested certificate.

Who should attend: The course is likely to be useful for Office Administrations, Secretaries and Executive Secretaries, Public Relation Officers, Media and Correspondence employees, Technical staff responsible for communications, and anyone whose job includes the communications and report writing.



- عضو في مؤسسة محمد بن راشد لتنمية المشاريع الصغيرة والمتوسطة.
- معترف عليه من قبل هيئة المعرفة والتنمية البشرية في دبي
- عضو في غرفة تجارة وصناعة دبي.
- مرخص من قبل دائرة التنمية الاقتصادية في دبي.