

Writing For Results

9 & 10 September 2021, 9:00am - 1:00pm
Via Microsoft Teams (2 half-day online sessions)



PROGRAMME OVERVIEW

Writing is a key method of communication in the workplace, and yet it is one that many people struggle with. Poor structure can result in lengthy correspondences that fail to get key messages across. This programme develops the skills you need to write clear, concise and eye-catching documents when dealing with daily business affairs.



During the training, the participants will learn how to:

- Compose effective business letters and emails
- Structure business documents effectively
- Write in a clear and concise style
- Get messages across convincingly
- Use appropriate language to organise and construct logical ideas to make them clear and easy to read.
- Understand the style and tone strategy that suits the audience
- Give business documents that final polish

Module 1: General Principles of Writing

Module 2: Writing Sentences and Paragraphs

Module 3: Writing Emails

Module 4: Good Writing Techniques for Business Correspondence

Module 5: Editing Your Work

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MEET YOUR EXPERT TRAINER

DR BONG CHENG SIONG (CERT NO: TTT/2756)

Dr Bong has accumulated more than 25 years of operation and management experience as well as knowledge in a number of multinational high-technology companies. Started off as an engineer, Dr Bong was promoted to senior management within 10 years. In this respect, his vast exposure in many roles both as a subordinate and a manager brought him to have an extensive experience in strategy development, quality and productivity management, performance management, organisational performance and operations improvement.

Since 2009, he has been a freelance trainer and consultant in general, quality and productivity management. He is now an advisor cum management representative in a SME, Research Industrial Advisor (RIA) of Industrial and System Engineering Research Group (ISERG) appointed by UTM. He has also engaged in Penjana Programme – Six Sigma Green Belt Certification in 2020. Another Penjana Programme of Six Sigma Black Belt Certification approved and planned in August 2021 tentatively.

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To register, please fill in the training requisition form and send to pauline@ucsigroup.com.my.

For more information, please call Pauline at 03 9101 8880 ext 2417.