

Personalized Writing Skills Coaching

Writing Skills Coaching

Timing & Location

We accommodate the busy schedules of today's business professional. Individuals may choose to have one or several coaching sessions over a period of a few hours, a day, a week or a month.

Sessions are usually held on our client's premises in a suitable conference room or boardroom.

To start the process: We begin each coaching contract with a short meeting with the client. This meeting allows IWCC's coach and the client:

- To assess personal chemistry
- To clarify the objectives of the coaching
- To establish a timetable for the sessions

About this Service

Employees who write clearly and concisely are an invaluable asset to any corporation. Writing excellence enables your employees to portray a professional image of themselves and their organizations. Our personalized coaching sessions will help your employees polish their business writing skills.

Our one-to-one coaching sessions are tailored to the precise needs of every individual. Some people wish to brush up their overall business writing skills; others ask us to help them with a specific document such as a report or business plan.

What Participants Will Learn

Each client comes to us with his/her individual requirements. Some skills we typically address include:

- **Planning & Organization:** Our consultants will guide your employees through the techniques used to plan and organize professional business documents that meet their reader's needs. Your employees will learn how to organize their information into coherent paragraphs. They will also learn how to write active, descriptive headings to help guide their reader through the logic of their message.
- **Writing Style:** Your employees will learn advanced skills for writing in a style that is clear, succinct and easy to understand. They will learn how to decisively communicate results. In addition, they will learn how to determine the appropriate content and level of information needed for their reader.
- **Voice & Tone:** Our consultants will explore how effectively your employees are applying voice and tone techniques in their writing. Your employees will learn how to use a constructive tone and a reader-friendly voice to build and maintain good relationships. They will gain skills to project a more credible and professional image of both themselves and your organization.
- **Finishing Touches:** Your employees will learn how to make their documents look inviting. They will learn to create documents that look professional and help their reader find information quickly.

