Foundations of Effective Business Writing for New Professionals

Corporate Communications

Course Overview

Foundations of Effective Business Writing for New Professionals: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Foundations of Effective Business Writing for New Professionals
- Apply practical tools and techniques for Foundations of Effective Business Writing for New Professionals in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Foundations of Effective Business Writing for New Professionals in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Marketing, communications, PR and sales professionals, and managers responsible for brand, reputation or revenue growth.

Course Outline

1. Setting the scene: Foundations of Effective Business Writing for New Professionals in today's organisation
2. Key concepts and the language of Foundations of Effective Business Writing for New Professionals
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Foundations of Effective Business Writing for New Professionals with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Online	**$700**
9 to 13 Nov 2026	Pretoria	**$1,550**
16 to 20 Nov 2026	Windhoek	**$1,395**

23 to 27 Nov 2026	Dar es Salaam	**$1,650**
30 Nov to 4 Dec 2026	Gaborone	**$1,395**

LTC Consultants
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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.