Grammar, Punctuation and Style Refresher for the Workplace

Corporate Communications

Course Overview

Grammar, Punctuation and Style Refresher for the Workplace: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Grammar, Punctuation and Style Refresher for the Workplace
- Apply practical tools and techniques for Grammar, Punctuation and Style Refresher for the Workplace in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Grammar, Punctuation and Style Refresher for the Workplace 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: Grammar, Punctuation and Style Refresher for the Workplace in today's organisation
2. Key concepts and the language of Grammar, Punctuation and Style Refresher for the Workplace
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 Grammar, Punctuation and Style Refresher for the Workplace 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)
23 to 27 Nov 2026	Online	**$700**
30 Nov to 4 Dec 2026	Johannesburg	**$1,450**

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