Writing Effective Requests, Reminders and Follow Up Messages

Corporate Communications

Course Overview

Writing Effective Requests, Reminders and Follow Up Messages: 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 Writing Effective Requests, Reminders and Follow Up Messages
- Apply practical tools and techniques for Writing Effective Requests, Reminders and Follow Up Messages in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Writing Effective Requests, Reminders and Follow Up Messages 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: Writing Effective Requests, Reminders and Follow Up Messages in today's organisation
2. Key concepts and the language of Writing Effective Requests, Reminders and Follow Up Messages
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 Writing Effective Requests, Reminders and Follow Up Messages 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	Cape Town	**$1,550**
16 to 20 Nov 2026	Lusaka	**$1,550**
30 Nov to 4 Dec 2026	Maputo	**$1,550**

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