

Writing Effective Briefing Notes

1 Day

BGBN

OVERVIEW

An ideal workshop for participants looking for assistance in writing clear, concise and appropriate briefing notes.

DESIGNED FOR

Designed for all professionals who are required regularly to compose briefing notes.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Identify and write for different types of reader.
- Learn how to establish the objectives of briefing notes.
- Learn techniques to structure the content of briefing notes.
- Develop an effective writing style.
- Learn how to adopt an appropriate style and tone.
- Learn how to present briefing notes.

TOPICS COVERED

- Analysis of readers: types of readers and their expectations
- Writing for different types of readers
- Techniques to establish objectives: brainstorming, 7-questions method
- Methods to structure content: chronological, thematic, comparison, mind map, "SPRI", "FOR"
- Writing effectively: the "KISS" approach
- Appropriate style and tone: formal/informal, personal/ impersonal
- Presentation format of briefing notes

EXTRA NOTES

An equivalent course is available in Arabic. Please call us for details.