

To-the-point Writing

Workplace Learning

| | |
|--------------------|---|
| Training code | GSCH-COMPI |
| Spoken Language | <?php?> Dutch |
| Language Materials | Dutch |
| Price | €1.900,00 excl. VAT No extra costs. |

What is To-the-point Writing

Do you write in a structured, concise and understandable way? Do you know exactly who you write for and how you clearly convey your information in writing? Do you know how to make your text attractive and readable, and therefore more effective? Or do you write a lot and would you now like to know how to write effectively? We help you to produce something effective from your text because you know how to approach writing.

How do you ensure that your text is read and understood? How to make sure that your message comes across? In this competence training the emphasis is on understanding the steps involved in the writing process. By linking this to your writing, you learn how to write easier and faster effective texts.

After completion of the training:

- You can write a focussed and reader-oriented text by following a structured approach to writing
- You understand how you can increase the quality and effectiveness of text
- You are able to assess, on the basis of certain criteria, text from yourself and others

Who should attend To-the-point Writing

The training is intended for employees who regularly (will) write text and want to increase the effectiveness of their writing.

The individual character of the training will ensure that it corresponds to your own experience and learning goals. You work with practical tasks, assignments with colleagues, and practice in your own work situation, perform self reflection and spar with your tutor.

Every week you discuss the completed assignments with your tutor by phone or mail. The total study is approximately three (working) days within a period of up to three months, depending on your learning objectives and time.

The training is tailored to the needs of the participants, whether you join a group course, or if you join an individual course like Workplace Learning.



Prerequisites

No specific prior knowledge or prior education is required for participation in the training.

Objectives

How do you make sure your text is read and understood? How do you maximize the chance of your message coming across? In this competence training the emphasis is on gaining insight into the steps of the writing process. By linking this to writing skills you learn how to write effective texts easier and faster. After completing the course: if you can write a goal-oriented and reader-oriented text according to a structured writing approach, you have insight into the way in which you can improve the quality and effectiveness of texts. to judge others.

If a third-party copyright applies to this course, you will find the copyright on <https://academy.capgemini.nl/en/topic/trademarks/>

Capgemini Academy's general terms and conditions are applied to all products and services mentioned within this document. For the latest version please check <https://academy.capgemini.com/>. The rates of products and services mentioned in this document are subject to change. For the most recent rates, please also visit our website.

About Capgemini Academy

Capgemini Academy's professionals offer what people in IT need. Our professionals have a keen eye for motivation, talent and are aware of specific contexts and circumstances. They move people to move. Programmes and courses that originate from daily experience of our both didactical and substantively strong trainers, light a fire within the individual IT professionals. Real life stories of our professionals' experience that tell how to solve problems and work with the people around it, do the rest.

An organization, like ours, helps people and their organizations day by day to get the best out of themselves and each other. We prepare them to defy tomorrow's challenges. We stimulate learning and curiosity. In order for individual IT professionals and their employers, to build better, longer and more intensive relationships. For mutual benefit.

Capgemini Academy. We transform IT professionals
academy.capgemini.nl

IN/3A-018.18