

OUTLINE

Collaborative Business Writing

Lesson One

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- Action Plan

Lesson Two

What is Collaborative Business Writing?

- Clarifying the Objective
- Practical Writing Approaches
- Collaborative Writing Strategies
- Collaborative Writing Patterns
- Case Study

Lesson Three

Types Of Collaborative Business Writing

- Parallel Structure –‘cut and paste’
- Parallel Structure –‘puzzle’
- Sequential Summative Construction
- Integrating Construction
- Case Study

Lesson Four

Collaborative Team Members

- Team Leader Selection
- Chief Editor Designation
- Attributes of Team Members
- Ways to Build Collaborative Writing Team
- Case Study

Lesson Five

Collaborative Tools and Processes

- Outlines and Storyboards
- Collaborative Planning
- Collaborative Revision
- Collaborative Team Cohesion
- Case Study

Lesson Six

Setting Style Guidelines

- Voice and Person
- Format
- Consistent Spelling of Commonly Used Words
- Amounts as Words or Statistics
- Case Study

Lesson Seven

Barriers to Successful Collaborative Writing

- Hoarding
- Innovation
- Search
- Knowledge Transfer
- Case Study

Lesson Eight

Overcoming Collaborative Writing Barriers

- Practicing T-shaped Control
- Construction Network of Alliances
- Implementing Enablers
- Assessing the Culture and Areas for Development
- Case Study

Lesson Nine

Styles Of managing Conflict

- Ensure that Good Relationships are the First Priority
- Keep People and Problems Independent
- Pay Attention to the Interests which are Being Presented
- Listen First, Chat Second
- Case Study

Lesson Ten

Tips for Successful Business Writing Collaboration

- Determine Purpose
- Formulate Outline and Organisational Format
- Selection of Team Leader
- Assign Writing Tasks and Associated Duties
- Case Study

Lesson Eleven

Examples of Collaborative Business Writing

- Composing Emails
- Writing Reports
- Writing Training Manuals
- Writing Company Handbooks
- Case Study

Lesson Twelve

Wrapping Up

- Words From The Wise
- Lessons Learned
- Recommended Reading
- Completion Of Action Plans And Tests
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This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

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