

Consulting and Training | Reach New Heights

Course Name

Business Writing for Leaders

Sector Name

Interpersonal Skills and Self Development

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

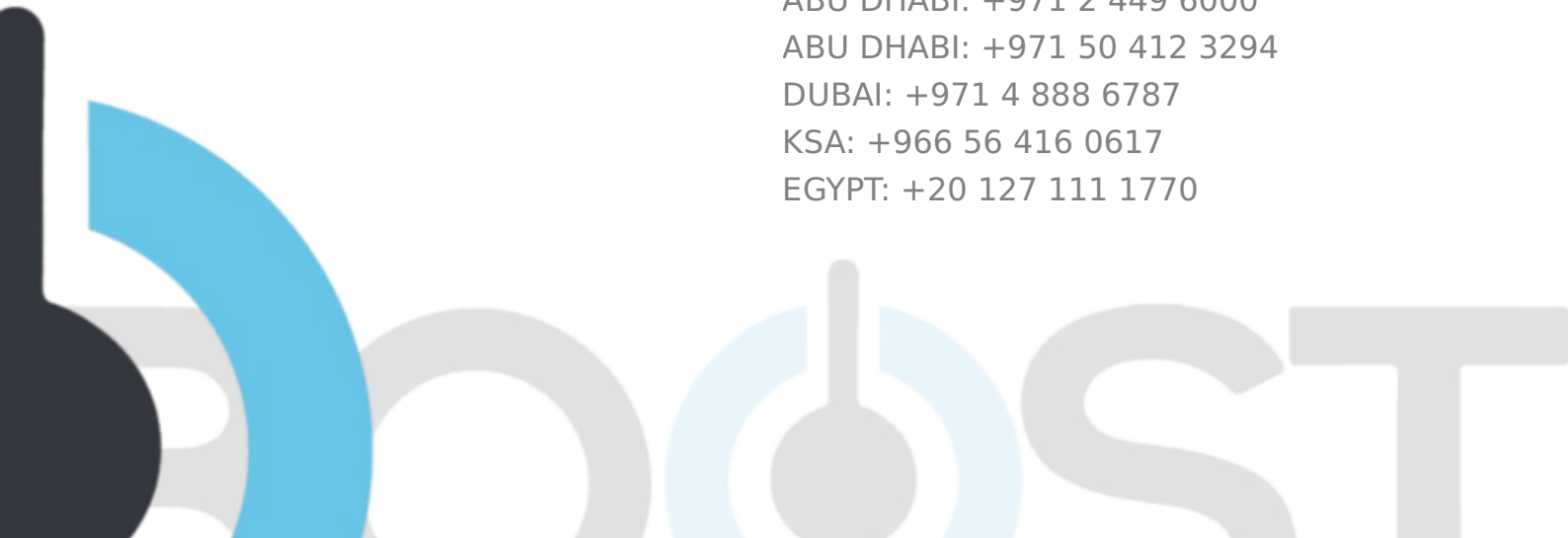
ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Business Writing for Leaders

Course Introduction

Developing business writing skills can have a positive impact on a leader's career advancement as well as in the business environment they belong to. Effective communication makes an organization run smoothly. Professional writing improves productivity and the ability of all functional areas to work together, particularly in an increasingly global workplace where collaboration is the norm.

This training program is designed to provide leaders with the business writing techniques that would further help them produce exemplary business correspondence with impact. This training program will help them master writing techniques and more practical applications.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Business Writing for Leaders

Target Audience

Senior leaders, managers, and professionals in positions requiring frequent written communication, including reports, emails, and executive summaries, who want to enhance their writing skills for clarity, brevity, and professionalism.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Business Writing for Leaders

Learning Objectives

- ✓ Obtain the skills to express ideas and opinions effectively through the written word.
- ✓ Write business correspondence and communications with clarity and succinctness.
- ✓ Create impact in written communications and gain credibility within the organization.
- ✓ Be a role model for others and know how to correct others' errors.
- ✓ Master Responding to complex situations through writing.
- ✓ Write effectively and persuasively to incite the required action.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Business Writing for Leaders

Course Outline

✓ 01 Day One

Mastering Business Writing Techniques

- ✓ Introduction: Why do business leaders need to boost their business writing skills?
- ✓ The Art of Punctuation - the traffic signals of language: tells us to slow down, notice this, take a detour, or stop.
- ✓ Practical tips to avoid overused business words, replacing them with language that creates rich variety for our audiences.
- ✓ Developing Advanced Proficiency:
- ✓ 12 golden rules for successful writing that ensure people read what we write.
- ✓ Inspiring, Influencing & Persuading through Storytelling: how to narrate experiences with enough detail and feeling so our audiences are engaged.
- ✓ Newsworthy writing for external audiences that will grab interest and keep people reading to the end.
- ✓ Accurate proofreading that picks up errors, confusion, and potentially embarrassing mistakes.

E-mail Etiquette:

- ✓ E-mail Subject, Attachments, Signature, and addresses.
- ✓ Smart tips for presenting complex information in your e-mails.
- ✓ The most common mistakes that people make when writing an e-mail ... and how to avoid them.
- ✓ Tips for writing shorter e-mails that still get your full message across.
- ✓ When is e-mailing inappropriate?

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

ROOST

Business Writing for Leaders

Course Outline

✓ 02 Day Two

More Practical Applications

- ✓ How to master writing for an online audience?
- ✓ Impactful Presentations: presenting messages clearly so audiences participate positively and remember our key points.
- ✓ Writing speeches that grab attention: motivating and persuading audiences when developing and delivering both informal talks and more formal speeches.
- ✓ Gold standard letter writing for business: how to structure letters so our recipients read, understand, and act on what they read.
- ✓ Powerful Reports and Briefing papers.

Writing Powerfully and Persuasively for Any Situation

- ✓ Put yourself in your reader's shoes.
- ✓ Guaranteed persuasion techniques.
- ✓ Use a critical eye to make sure you're presenting your ideas logically.
- ✓ High-impact wording.
- ✓ Document presentation & flow.

Business Writing for Leaders

Course Outline

✓ 03 Day Three

Responding to complex situations through writing

- ✓ Building rapport with your audience.
- ✓ Managing expectations: responding to bad news.
- ✓ Effectively handling difficult individuals:
 - ✓ Hostile: responding assertively
 - ✓ Pessimist: sticking to facts
 - ✓ Nagger: setting the rules
 - ✓ Mr. Know-it-all: staying focused
 - ✓ Egoist: getting descriptive
 - ✓ Manipulator: taking the initiative

Master Editing Your Work:

- ✓ A top-down approach to improving text – edit like a reader.
- ✓ Effective transitions – holding the flow of thought.
- ✓ Tips to maximize impact.
- ✓ Polishing the words – poppycock and commonly-confused words.
- ✓ Polishing your grammar and punctuation – common mistakes and things that make some people go mad.
- ✓ Spelling – using the tools.
- ✓ Infinitives.
- ✓ Proofing your work – tricks to help you see what's really there.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

ROOST

Business Writing for Leaders

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 15, 2027	Aug. 17, 2027	3 days	3250.00 \$	KSA , Riyadh
March 15, 2027	March 17, 2027	3 days	3250.00 \$	UAE , Dubai
May 24, 2027	May 26, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
Oct. 12, 2026	Oct. 14, 2026	3 days	3950.00 \$	Austria , Vienna

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

