

Build up your professional writings

GENERAL OBJECTIVE OF THE TRAINING

Control your professional written communication in an international and cross-cultural context.

OBJECTIVES

- Identify different communicating skills.
- Handle various drafting techniques (email, letter, report, synthesis).
- Match the adequate style to the document to write up.
- Fit the writing according to the recipients.

PUBLIC CONCERNED

Anyone who needs to communicate and write up documents in French or in English.

REQUISITE LEVEL

B1 level (or higher) in French or English.

No specific degree, qualification or certificate is required.

TERMS AND CONDITIONS

inter-company training:

Organisation : minimum of 4 and maximum of 8 applicants.

Delivery method : online.

Language : French or English.

Term : 14 hours (over 2 days).

Dates : please contact us.

Inter-company fee : 1,200 € (excl. VAT) per applicant.

Accessibility : online training, accessible to the disabled.

Set time limit after registration : 1 month.

Teaching resources : both theory and role-playing teaching with case studies and analysis tools.

Assessment: continuous assessment with tests, quizzes and simulations.

intra-company training:

Organisation : individual training or small group training.

Delivery method : face-to-face or online.

Language : French or English.

Term : 14 hours (over 2 days).

Intra-company fee : on demand, please contact us.

Accessibility : online training, or in your company. Please provide us information about accessibility to the disabled. Set time limit after registration : 1 month.

Teaching resources : both theory and role-playing teaching with case studies and analysis tools.

Assessment : continuous assessment with tests, quizzes and simulations.