

# Writing Board Papers

Our Board Paper writing training helps your people write concise and strategic board papers. Often writers are not clear as to what is appropriate and inappropriate content required by the Board to help them make their decisions. The reports often include too much detail and operational content which requires significant editing before submitting. Relevant strategic information is then lost in detail making decisions for Board Members much harder.

This board paper writing training program helps staff members write succinct, strategic and high-level reports. The workshop is tailored to focus on your specific documentation and develops the skills that help to write high level reports attracting minimal editing.

## **Duration**

- One-day face-to-face or
- 2x 3.5 hours live virtual training

## **Audience**

This program is suited for team members who write Board Papers.

## **Outcomes**

Learn how to:

- Understand the purpose of a Board Paper
- Identify the objectives of a Board Paper
- Understand what information the Board Members need to make their decisions
- Define the structure and purpose of the headings in the Board Papers
- Populate the Board Paper templates with appropriate information
- Capture key information and write it succinctly with a logical flow
- Effectively construct sentences and paragraphs to increase readability
- Eliminate 20 - 30 per cent of wasted words in a report.

## **Board Paper Writing group training - using your documents**

Where relevant, we will use your organisation's internal formats, templates and style guide.

We will also use anonymised examples of participants' writing in the workshop. With this material the facilitator:

- Assesses their writing ability
- Gains a thorough understanding of the written work they prepare
- Extracts examples for use as training material within the program.

Ask us how we apply this to your organisation.

We deliver our tailored business writing courses across Australia and abroad.

## **Request a quote**

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au) or start a 'chat' on our website [icml.com.au/](http://icml.com.au/).

# Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

## Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

## Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

## Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

## Tailored group training – in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team. Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

## Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au).

