

Write simple documents

Nationally Endorsed Industry Competency
Write simple documents—BSBWRT301

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

1 day

Investment

\$445 *GST - Exempt*
Includes training reference manual

You should attend if...

Anyone who regularly writes letters, memos or reports in the workplace.

CONTENTS

Section 1 - Plan document

- Determine audience and purpose for the document
- Determine the format and structure
- Establish key points for inclusion
- Identify organisational requirements
- Establish method of communication
- Establish means of communication

Section 2 - Draft document

- Develop draft document to communicate key points
- Obtain and include any additional information that is required

Section 3 - Review document

- Check draft for suitability of tone for audience, purpose, format and communication style
- Check draft for readability, grammar, spelling, and sentence and paragraph construction
- Check draft for sequencing and structure
- Check draft to ensure it meets organisational requirements
- Ensure draft is proofread, where appropriate, by supervisor or colleague

Section 4 - Write final document

- Make and proofread necessary changes
- Ensure document is sent to intended recipient
- File copy of document in accordance with organisational policies and procedures

COURSE OUTLINE

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For bookings contact:

Tel: (08) 8941 2344
Fax: (08) 8941 0141
Training@dhrc.com
www.dhrca.com

Suite 2/2 Shepherd Street, Darwin
GPO Box 1815, Darwin, NT 0801
RTO # 6893

V2.0