

**Good committee writing is invaluable in helping a committee to work efficiently and effectively. Committee members need clear and concise documents that give them all the information they need to make decisions and move ideas forward.**

**Our 'Writing for Committees' training shows participants how to produce documents that will pro-actively help and support their committees in their various roles.**

### **Course Core Content**

The different documents required by committees – what they are for, how they are used, and why they matter.

The principles of effective communication.

The needs of committee members as readers.

Why writing often seems so difficult – getting started, keeping going.

Structuring committee reports and papers.

Using paragraphs and sentences.

Writing an Executive Summary.

Styles of minute taking and what is most appropriate in the participants' own work environment.

Compiling and using action lists.

Writing clearly and concisely.

Using straightforward language.

Editing and proofreading.

### **Notes**

To make the content directly relevant to participants, we will ask for information beforehand about the nature of the committees they work with and will assess samples of participants' writing. On the day, we will look at different styles of committee writing and discuss what would work well and what wouldn't be appropriate for these particular committees.

We can provide e-mail support for participants after the course, to help them apply the techniques they have learnt as they write their next document (s).