

 DISCOUNT AVAILABLE FOR MEMBERS / CPD COURSE

## IRLA ACADEMY TRAINING COURSE

# Professional Writing Skills

### TARGET AUDIENCE

All professional roles require a level of business case reports. This workshop is aimed at anyone who feels that their professional writing skills could be improved with guidance and practice.

### LEARNING OBJECTIVES

Delegates can:

- Gain confidence and knowledge of the most practical and dynamic use of writing tools
- Learn how best to plan and check their writing
- Obtain the knowledge to know when to use the Active and Passive voice

This workshop with course book, guidance notes and interactive sessions will assist delegates with the creation of concise and precise written business arguments.

Our workshop trainers have many years' practical experience in their professional fields, and their real life practical responses to the workshop do's and don't's will help every delegate. Biographies can be found on the event page of our website/app. This course will also be available online. Workbooks will be posted once registration and payment is received.

**22**  
**SEPTEMBER**  
**2020**

### VENUE

The Willow Centre,  
Unit 3 Kingsdale Business Centre,  
Regina Road,  
Chelmsford CM1 1PE  
[www.willowcentre.co.uk](http://www.willowcentre.co.uk)

### COST

£225 incl' VAT for members /  
£300 incl' VAT for non-members.

This is a prepay event.  
Please refer to the  
IRLA Cancellation &  
Refund policy overleaf.

### REGISTER

<https://academy200922.eventzilla.net>



### Up to CPD 3 hours

Delegates participating in the accredited IRLA training event can claim up to 3\* CPD hours towards the CPD / Personal Finance Society member CPD scheme. \*excluding breaks



CII CPD accreditation demonstrates the quality of the learning of the IRLA training events and confirms that they meet CII member CPD scheme requirements

**THE VOICE OF LEGACY**

Representing · Educating · Connecting

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## PROGRAMME

- 08:45**    **Registration and refreshments**
- 09:15**    **Welcome video**  
Mark Hallam, IRLA Director
- Introduction and agenda**  
Leslie-Ann Giovnilli, IRLA Head of Academy
- 09:20**    **Why 'how we write' is important**
- Writing clearly
  - Writing concisely
  - Writing precisely
- Nick Waters
- 11:45**    **Q&A session with refreshments**
- 12:00**    **Introducing remaining elements of the Body of Knowledge**  
Nick Waters
- 12:20**    **Study session**
- 12:45**    **Summary, feedback and questions**  
Leslie-Ann Giovnilli
- 13:00**    **Session ends**

### ACADEMY ORGANISER

AMS (Outsourcing) Services Limited (events@amsoutsourcing.co.uk). Invoices will be sent from the organiser.

### EQUALITY AND DIVERSITY

We foster an inclusive working environment where difference is embraced and where people feel valued and respected. We incorporate equality into our core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

### IRLA CANCELLATION & REFUND POLICY

Payments must be made to AMS (Outsourcing) Services Ltd by BACS prior to registration acceptance. In the event of cancellation less than 14 days, or any non-attendance, all monies will remain due. Transfers may take place at any time. If the cancellation of any IRLA event occurs due to circumstances beyond the control of IRLA, any monies paid by you will not be refundable (and any monies due from you will remain due) to the extent that IRLA has paid or has committed to pay the costs of running the course and cannot itself obtain reimbursement. In all circumstances where interest exists IRLA will attempt to run the course once again. IRLA is not responsible for any travel or other costs incurred by registrants. NO liability is assumed by IRLA for changes in the programme date, content, speakers or venue.