

Advanced Writing for Decision Support

Get your message across with impact!

This course fills the gap for those that can write, but do not know how to structure their arguments/documents so that decision-makers understand the information and use it effectively. It is also aimed at junior and middle level supervisors who has to edit and manage documents.

Why should you attend this course?

With the help of skilled and renowned facilitators, you will be able to:

- Understand the context of the client and their information needs
- Conceptualise the information/intelligence problem and ways to convey the analyst' viewpoints and/or policy recommendations.
- Understand and apply guidelines for report writing, using advanced word processing skills
- Structure different documents to fit the purpose including:
 - Tactical/operational reports
 - Strategic or policy documents
 - Ad hoc products eg discussion papers, memorandums etc
 - Presentations/briefings
- Argue the development of a product range for own context/business environment

Your learning facilitators

Gus de Villiers has extensive experience as an English language trainer and has served in several capacities including the teaching and lecturing of English at different schools and tertiary institutions, editing, as well as the drafting of policy documents and directives. **Dalene Duvenage's** experience in writing for different contexts and clients adds value to this course.

Certification

This course is offered on NQF level 6 and is certified by the Stellenbosch University's Centre for Knowledge Dynamics and Decision-making. A certificate of competence will be issued by the University on successful completion of the assignment.

A 3 day interactive and intensive course designed to help you:

- Edit documents
- Understand client expectations
- Provide the client with a conceptual framework to interpret the drafted material
- Write advanced products

Who should attend?

- Those that can write but need guidance in more effective writing
- Junior and middle level supervisors who need to edit and manage documents

Only 12 persons allowed for best results!
Register now!

REGISTRATION FORM

Advanced Writing for Decision Support: 4-6 November 2009

Delegate details

Please register the following delegates:

NAME OF DELEGATE	COMPANY	JOB TITLE	E-MAIL ADDRESS	TELEPHONE
1.				
2.				
3.				
4.				

Costs:

- Costs per person: **R4750 + VAT = R5415**
Includes all course material, venue, lunch, refreshments, assessment and certification. Accommodation and travel not included.
- 5% discount applies to group bookings for more than 4 people

Invoice Details:

An invoice will be e-mailed to you after we have received the completed registration form. Please complete the details below for invoicing purposes.

Company/Department		Company Vat No.	
Person responsible for payment		Billing Address	
E-mail address		Contact Tel Number	

Special Needs:

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Payment:

- Upon receipt of your completed registration form, an invoice will be sent to you for payment to be made, with a vendor number where applicable.
- Please provide us with a Purchase Order number or proof of payment by **30 October 2009**. No-one will be allowed on the course without these.

Please note:

- Bookings are deemed to be confirmed on receipt of the registration form (i.e. the registration form is a legal contract).
- Cancellations will be accepted until 30 October 2009. Replacements will be accepted.
- Please e-mail or fax this form to dalene@4knowledge.co.za or 0866195830 to register your delegates. Please call 082-413-1922 for any enquiries.

These courses can also be provided in-house for customised training for your personnel. Please contact us for details.