

# ACCUWRITE

## Influential writing in professional practice.

Professional practice is based on results. As a health professional, your assessment, analysis, planning and intervention is only as good as the information you have gathered, however, that information only becomes a competitive 'product' when it is presented in the written form.

When we commit our assessments, ideas, interventions, and results in writing, we are providing an assurance of dependability, with permanent evidence of intent.

Course participants will learn to gather information and present it to meet the needs of the referrer, and thereby ensure that their product not only communicates with intent, but also with influence.

Participants will develop awareness into various communication styles, and how to intentionally write to ensure that the message is being received clearly and accurately, with consideration and understanding of information filters.

Course participants will learn a report writing model, that can be applied creatively, but which provides a structure to simplify and demystify the art and science of professional reporting.

### Modules

#### **Understanding Communication**

- Features of communication
- Process of communication
- Major communication dimensions
- Critical thinking
- Expressive skills
- Process management skills

#### **Writing in the Business Environment**

- Identifying the need of the reader
- Using constructs
- Understanding thinking and writing style
  - Experimental thinking
  - Critical thinking

#### **Building Structure**

- Understanding and building writing structure based on outcome planning

#### **Producing a Report Relevant to Purpose**

- Structuring paragraphs
- Shaping sentences
- Using language
- Creating style and tone
- Revising and editing
- Managing avoidance

#### **Duration**

1 day

*We recommend that course participants complete our course "Influential Communication – the art of building empathy to drive results" as a pre requisite.*

Empact Pty Limited  
ABN 95 076 397 469  
GPO Box 1131  
Sydney NSW 2001  
p 1300 721 944  
f 1300 449 118

[www.empact.com.au](http://www.empact.com.au)

Sydney . Brisbane . Melbourne . Perth . Auckland

