

Collaborative Business Writing Workshop

Course Duration 1 Day

Writing and communication skills have degraded with more and more people communicating through email and instant messaging. Developing writing skills is still important in the business world as is creating proper documents (such as proposals, reports, and agendas) giving you that extra edge in the workplace.

The Collaborative Business Writing workshop will give your participants the knowledge and skills to collaborate with others and create that important document. Your participants will touch on the types of collaboration, and ways to improve them through certain tools and processes. These basic skills will provide your participants with that extra benefit in the business world that a lot of people are losing.

Course Objectives

At the end of the course participants will be able to:

- Define collaborative business writing
- Know different types of collaborative writing
- Know how to collaborate with team members
- Learn methods of handling conflict in writing
- Build collaborative writing teams

Course Outline

What is Collaborative Business Writing?

Clarifying the Objective
Practical Writing Approaches
Collaborative Writing Strategies

Types of Collaborative Business Writing

Construction – “Cut and Paste”
Parallel Construction – “Puzzle”
Sequential Summative
Construction
Integrating Construction

Collaborative Team Members

Team Leader Selection
Chief Editor Selection
Characteristics of Team Members
Ways to Build Collaborative Writing Team

Collaborative Tools and Processes

Outlines and Storyboards
Collaborative Planning
Collaborative Revision

Collaborative Team Cohesion

Setting Style Guidelines

Voice and Person
Format
Consistent Spelling of
Commonly Used Words
Numbers as Words or Figures

Barriers to Successful Collaborative Writing

Hoarding
Innovation
Search
Knowledge Transfer

Overcoming Collaborative Writing Barriers

Practice T-shaped
Management
Building a Network of Alliances
Implementing Enablers
Assessing the Culture and
Areas for Improvement

Styles of Dealing with Conflict

Ensure that Good Relationships
are the First Priority
Keep People and Problems
Separate
Pay Attention to the Interests
that are Being Presented
Listen First, Talk Second

Tips for Successful Business Writing Collaboration

Determine Purpose
Formulate Outline and
Organizational Format
When Choosing a Team
Leader, Remember
Assign Writing Tasks and
Associated Duties

Examples of Collaborative Business Writing

Writing Emails
Writing Reports
Writing Training Manuals
Writing Company Handbooks