



Webinar Events

live & interactive



Writing skills: Emails

Presented by: Craig McGregor

Delivered as: A live and Interactive 90 minute webinar

Includes as much practical work and interaction as possible, and: theory-led discussion; real-life examples, comparison and analysis; individual (and team) objectives.

Why join this webinar?

How long do you spend trying to interpret the emails you receive? Judging tone and sentiment can be tricky, yet it's usually the very core of your message. We'll show you how to hit the target every time with proven techniques and language skills that will reinforce your reputation for professionalism, relevance, and clarity.

You will learn:

- Internal, External. Old and New contacts
- Email etiquette
- Simple structures to adopt
- Language and Tone of Voice
- Practical examples and exercise
- Summary and Action

What next?...

- Emotional Intelligence in Sales
- Writing skills: Proposals
- Writing skills: PowerPoint Decks

Ask about post-course 30 – 60 minute coaching session with Craig to review action plan progress

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk