# **Enhance writing skills for professional business communication**

- · Take a strategic and analytical approach with your writing
- · Improve your editing and proofreading skills
- Fact check and use credible sources
- Understand the difference between misinformation v disinformation

#### THE AGENDA

### Workshop

3 OCT | 9:00 - 4:30

- Get what you need from your writing
- Deep dive into corporate audiences
- Create successful business documents
- · Write for different mediums

#### YOUR FACILITATOR

A certified strategic communication management professional and past global chair of the International Association of Business Communicators (IABC), Adrian Cropley is widely recognised as one of the world's foremost experts in strategic communication. Adrian is currently board advisor for IABC in Victoria, international fellow selection committee and is on the RMIT University advisory board for the PR degree and was named a Fellow of the IABC in 2020.



Adrian Cropley
Founder Director
Centre for Strategic Communication
Excellence

#### **GROUP DISCOUNTS**

3 - 4 Attendees

10%

5 - 7 Attendees

20%

8 - 9 Attendees

25%

10+ Attendees

**30%** 

### **BOOK NOW AND SAVE**

**Rapid Action** 

**Save \$500** 

Ends 28 Jun

Value Plus

**Save \$300** 

Ends 24 Jul

**Super Saver** 

**Save \$200** 

Ends 9 Aug

**Early Bird** 

**Save \$100** 

Ends 30 Aug



## Advanced Writing Skills for Business Workshop 3 Oct 2023 | Online

BOOKING FORM Event Reference: ACBW1024A - O Priority Code: I

i Registi	ration Informat	tion				
Organisation N	ame					
Address			Suburb		State	Postcode
Booking Conta	ct Information					
Title Full Name Position			Email		Phone	
<b>■</b> Delega	ate Information	า				
# Title	# Title Full Name or TBA		Position		Email	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Pricing	ı					
Ends 28 Jun		Ends 24 Jul	ds 24 Jul Ends 9 Aug		Ends 30 Aug	
Rapid Action Save \$500		Value Plus Save \$300	Super Saver Save \$200		Early Bird Save \$100	Standard Rate
<b>\$999</b> +gst = \$1098.90		<b>\$1199</b> +gst = \$1318.90	<b>\$1299</b> +gs	st = \$1428.90	<b>\$1399</b> +gst = \$1538.90	<b>\$1499</b> +gst = \$1648.90
GROUP DISCOUNTS	3 - 4 attended	es 5 - 7 attendees 8 <b>20</b> %	- 9 attendees 25%	10+ attendees 30%	No. of Attendees	Total incl. GST
Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.  Note: All prices listed in Australian Dollars. Course materials included. Registration Options are per person only.						
Payme	ent Details				Payme	nt is required prior to attending this event
Credit Card			Credit Card Details - Please charge my credit card for this registration:  Card Type  Visa  MasterCard  American Express		F	electronic Funds Transfer (EFT) Please transfer funds directly to: Vestpac Account Name: Liquid
	ble to Liquid Learning G	Note: 2% surcharge app	Note: 2% surcharge applies to American Express payments			earning Group Pty Ltd 3SB: 032 002 account No: 407 273
☐ Electronic Fun		Card Number	Card Number Expiry /			WIFT Code: WPACAU2S
Purchase Orde		CVV Full N	CVV Full Name as on card			amount
		Cardholder's Contact N	lumber	Signature X		Please quote ref ACBW1024A - O nd registrant name
Authority  Authorising Manager's Details: This registration is invalid without a signature						
Name Position					Phone	
Email					Signature X	Date
Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711						
	Email thi	s form to: registratio	n@liquidlea	rning.com.au	or Call us on: +61	2 8239 9711

Registration Policy If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by Liquid Learning Group Pty Ltd. A 10% service fee may apply. By confirming your registration you commit to pay the registration investment in full. Should you wish to cancel your registration, please notify us in writing as soon as possible and a credit note will be issued valid for use towards any future event held by Liquid Learning Group Pty Ltd in the twelve months following the date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$400 plus GST. Liquid Learning Group Pty Ltd does not provide refunds for cancellation. If your invoice is yet to be paid and you wish to cancel, payment must be processed and a credit note will be issued following receipt. The prices above are based on one person per registration. It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. A fee will apply. Please call us for details.

Liquid Learning Group Pty Ltd takes all care to produce high quality events that deliver as promised. All advertised details are correct at time of publishing. However, when circumstances beyond our control prevail, we reserve the right to change program content, facilitators or venues. We also reserve the right to cancel, reschedule or alter event delivery from physical to virtual if circumstances arise whereby performance of the event is no longer feasible or legal. Liquid Learning Group Pty Ltd will not be responsible for any loss or damage arising from any changes to, cancellation, or rescheduling of an event. If an event is cancelled or rescheduled, Liquid Learning Group Pty Ltd will make every effort to contact every registered delegate. If an event is cancelled or you are unable to attend the rescheduled event you will be issued with a credit note valid for use towards any future Liquid Learning Group Pty Ltd event held in the twelve months following date of issuance.

Disclaimer Liquid Learning Group Pty Ltd has taken due care in selecting qualified professionals as its authors and course facilitators. The information provided by course facilitators is not produced by Liquid Learning Group Pty Ltd and should not be regarded as advice. Liquid Learning Group Pty Ltd

accepts no responsibility for reliance on such information and recommends that its clients seek further professional advice.

Privacy Statement Liquid Learning Group Pty Ltd is committed to your privacy. All information collected on this registration will be held in the strictest of confidence and in accordance with the Privacy Act 1988. Liquid Learning Group Pty Ltd will add your information to a secure database. This will be used primarily to contact you for ongoing research, product development and notice of future events and services offered by Liquid Learning Group Pty Ltd. Occasionally you may receive information from organisations associated with Liquid Learning Group Pty Ltd. If you do not wish to receive such information please advise a Liquid Learning representative.

To update or have your details deleted please advise our Database team at Liquid Learning Group Pty Ltd, Level 9, 80 Clarence Street, Sydney NSW 2000, PH: +61 2 8239 9700, email: database@liquidlearning.com.au

© 2024 Liquid Learning Group Pty Ltd ACN 108 415 354