

Collaborative Business Writing

Course Overview

The Collaborative Business Writing course 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.

Module 01 – Getting Started

Module 02 – What is Collaborative Business Writing?

Module 03 – Types of Collaborative Business Writing

Module 04 – Collaborative Team Members

Module 05 – Collaborative Tools and Processes

Module 06 – Setting Style Guidelines

Module 07 – Barriers to Successful Collaborative Writing

Module 08 – Overcoming Collaborative Writing Barriers

Module 09 – Styles of Dealing with Conflict

Module 10 – Tips for Successful Business Writing Collaboration

Module 11 – Examples of Collaborative Business Writing

Module 12 – Wrapping Up