

Developing the Skills of Preparing and Writing Reports,
Meeting Minutes, and E-mail

Dubai (UAE)

8 - 12 June 2025

UK Training

PARTNER



Developing the Skills of Preparing and Writing Reports, Meeting Minutes, and E-mail

Code: PS28 From: 8 - 12 June 2025 City: Dubai (UAE) Fees: 3900 Pound

Introduction

Regardless of your company's field or size, and regardless of your position and specialization, you're well aware that a significant portion of your time is spent communicating with others. With various communication methods and styles, you understand that one of the most important forms of communication in all fields of work is written communication. If you haven't mastered the art and skills of effective writing, it undoubtedly affects your career advancement, and your professional future, and also impacts your mental image and your company's image to others.

During this training course, you will master the art of planning, writing, and reviewing reports, meeting minutes, and email. You will quickly feel the tremendous positive impact that this course will have on your career progression and your mental image, as well as your company's image to others. This program distinguishes itself by enabling participants to write reports, meeting minutes, and emails using principles of management science, organization psychology, emotional and verbal intelligence, as well as modern artificial intelligence software, making it a comprehensive and highly impactful course.

Objectives

- Professionally write various types of reports in contemporary institutions.
- Prepare, write, organize, and review meeting minutes in all forms.
- Write persuasive positive communication that positively affects their mental image and their company's image to others.
- Apply etiquette and professional writing skills when using email.
- Choose the appropriate means of communication for various current and potential diverse situations.
- Deliver their messages to targeted parties and achieve their management goals effectively and efficiently.
- Apply organizational psychology, emotional intelligence, and verbal intelligence techniques for effective writing.
- Utilize the capabilities of modern software and artificial intelligence in report writing, email, and meeting minutes.

Course Outlines

Day 1

Effective Written Communication - Your Path to Excellence

- Why Effective Written Communication Is Your Path to Excellence.
- The Modern Model of Effective Written Communication.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- The Art of Choosing the Right Communication Method.
- Characteristics of Effective Written Communication.
- General Stages of Effective Written Communication.
- Dealing with Obstacles to Effective Written Communication.
- Common Negative Impacting Errors in Written Communication.

Day 2

Positive, Persuasive, Reader-Focused Writing

- Understanding and Importance of Positive, Persuasive, Reader-Focused Writing.
- Key Characteristics of Positive, Persuasive, Reader-Focused Writing.
- Verbal Intelligence Techniques in Creative Writing.
- Applying Organizational Psychology Principles for Persuasion in Written Communication.
- Applying Modern Persuasion Models in Written Communication.
- Understanding and Importance of Creativity in Effective Written Administrative Communication.
- Applying Organizational Psychology Principles for Managing the First Impression of the Reader.
- Applying Emotional Intelligence Principles in Effective Writing.

Day 3

Professional Email Writing

- The Importance of Using Email in Communication.
- The Proper Structure Contents of Email Messages.
- The Art of Writing a Suitable Subject for Email Messages.
- Organized Writing Skills for Email Messages.
- Email Writing Etiquette.
- How to Create an Auto Signature.
- Effective Positive Practices for Dealing with Email.

Day 4

Techniques and Skills for Writing Professional Reports

- Understanding and Importance of Reports in Administrative Work in Modern Institutions.
- Types of Reports in Modern Institutions.
- The Practical Stages of Report Preparation.
- Using Mind Maps in Preparation for Report Writing.
- Techniques and Methods of Handling the Writer's Block.
- Skills in Using Tables and Charts in Reports.
- Necessary Electronic Skills for Report Writing.

Day 5

Techniques and Skills for Writing Professional Meeting Minutes

- Understanding and Importance of Meeting Minutes in Administrative Work.
- Types of Meeting Minutes.
- Professional Writing of Meeting Minutes.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) positioned on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- The Essential Components of Meeting Minutes.
- Necessary Tips before, during, and after writing Meeting Minutes.
- Unprofessional Avoidance of Common Mistakes when Writing Meeting Minutes.
- Preparation of a Meeting Minutes Template.

UK Training
PARTNER



Blackbird Training Cities

Europe



Zurich (Switzerland)



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami(USA)



New York (USA)



Toronto (Canada)



Blackbird Training Cities

Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Moscow (Russia)
(Malaysia)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

- Professional Skills
- Finance, Accounting, Budgeting
- Media & Public Relations
- Project Management
- Human Resources
- Audit & Quality Assurance
- Marketing, Sales, Customer Service
- Secretary & Admin
- Supply Chain & Logistics
- Management & Leadership
- Agile and Refinement

Technical Courses

- Hospital Management
- Public Sector
- Special Workshops
- Oil & Gas Engineering
- Telecom Engineering
- IT & IT Engineering
- Health & Safety
- Law and Contract Management
- Customs & Safety
- Aviation
- C-Suite Training



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



training@blackbird-training.com



www.blackbird-training.com

UK Training

PARTNER

