

Collaborative Business Writing Workshop

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.

Workshop Objectives:

- 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
- Define proofreading and understand techniques in improving proofreading skills.
- Define peer review and list ways peer review can help improve business writing skills.
- List guidelines in printing and publishing business writing.



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Housekeeping Items
The Parking Lot
Workshop Objectives

Module Two: What is Collaborative Business Writing?

Clarifying the Objective
Practical Writing Approaches
Collaborative Writing Strategies
Collaborative Writing Patterns
Case Study
Module Two: Review Questions

Module Three: Types of Collaborative Business Writing

Construction – “Cut and Paste”
Parallel Construction – “Puzzle”
Sequential Summative Construction
Integrating Construction
Case Study
Module Three: Review Questions

Module Four: Collaborative Team Members

Team Leader Selection
Chief Editor Selection
Characteristics of Team Members
Ways to Build Collaborative Writing Team
Case Study
Module Four: Review Questions

Module Five: Collaborative Tools and Processes

Outlines and Storyboards
Collaborative Planning
Collaborative Revision
Collaborative Team Cohesion
Case Study
Module Five: Review Questions

Module Six: Setting Style Guidelines

Voice and Person
Format
Consistent Spelling of Commonly Used Words
Numbers as Words or Figures
Case Study
Module Six: Review Questions

Module Seven: Barriers to Successful Collaborative Writing

Hoarding
Innovation
Search
Knowledge Transfer
Case Study
Module Seven: Review Questions

Module Eight: Overcoming Collaborative Writing Barriers

Practice T-shaped Management
Building a Network of Alliances
Implementing Enablers
Assessing the Culture and Areas for Improvement
Case Study
Module Eight: Review Questions

Module Nine: 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
Case Study
Module Nine: Review Questions

Module Ten: 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
Case Study

Module Ten: Review Questions

**Module Eleven: Examples of Collaborative
Business Writing**

Writing Emails

Writing Reports

Writing Training Manuals

Writing Company Handbooks

Case Study

Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise

Review of Parking Lot

Lessons Learned

Completion of Action Plans and Evaluations