

## Managing other people's writing

### Synopsis

Have you experienced 'the pain of documentation'? When the work produced by your team bears only a passing resemblance to what you asked for?

This course will help you to get the best from your people.

### Duration

1 - 3 hours

### Format

1. Workshop with in-tray exercises based on the team's work. Delegates benefit from discussions with their peers about effective techniques.
2. Coaching for individuals

### Delegates

Lawyers and supervisors who want to improve the quality of writing in their teams

Maximum 8 per course

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### Outcomes

As a result of attending the course, you will:

- delegate and supervise written work quickly and effectively;
- give knowledgeable feedback that doesn't duck the issues;
- set clear criteria for the final approval of work; and
- enable your team to produce higher quality first drafts.

### Content

- Explaining your criteria
- Providing information about the context and the reader
- Insisting on clear objectives
- Helping with organisation – outlines and other structural tools
- Checking for 'flow' in paragraphs and sentences
- Grammar, spelling and punctuation for grown-ups
- Highlighting key points effectively - persuasive writing
- Explaining how to change the emphasis and tone
- Reviewing, polishing and making sure they do the work