



Online Course



NATHANIEL MASSA

EFFECTIVE BUSINESS WRITING

27 October 2026
13:00 to 16:00 CET

Effective communication is crucial at all levels of business, from top executives to junior administrators. This course focuses on enhancing business writing skills, helping participants convey messages clearly, accurately, and persuasively. It covers writing with impact, preparing reports for decision-making, minute-taking, and presenting to an audience. Participants will learn how to communicate with credibility, influence, and courtesy, ensuring their writing supports sound decisions and drives business success.

3 HOURS

€ 95