



Professional and Fast Emails

Business Writing with Outlook

Course Description

In a world of overflowing inboxes and unnecessary emails, we need efficient approaches to business communication. This course will teach you to write fast, sound professional, and use Outlook as a tool rather than a burden. Take your business communication to the next level!

Outcomes:

- Use a structure to create clear and concise emails
- Develop effective subject-lines
- Know things to avoid in email communication
- Apply strategies to address conflict and misunderstandings
- Use Outlook features to cut hours of time-consuming work out of your day

Write Fast & Sound Professional

- Why Use a Framework?
- Framework: Write Fast & Sound Professional
- Using Outlook to Write Fast & Sound Professional

Special E-mail Considerations

- Best Practices: Email
- Suitable Subject Lines

Discover and Communicate the Point

- Goal Oriented Writing
- Tool: Establish Your Goals
- Goal Oriented Writing
- Bottom Line Your Message
- Tool: Bottom Lining
- Using Outlook to Create Messages

Action Plan

- Tools and takeaways from this seminar