



HCT

Progressive, Innovative & Interactive Training



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Programme Details

Programme Title	Letter Writing
Duration	3 Days
Accreditation	Certificate of Attendance
Number of Learners on programme	16
Specific Entry/Access and Exemptions Requirements:	No Entry Requirements required for this programme
Who should attend this course:	All employers, employees (including fixed-term and temporary employees) and self-employed people in their work place.

Letter Writing

Programme Aim: This programme has been designed to enable participants to develop the knowledge and skills necessary to engage, entice and hold the readers attention, get your message across and make an impression! How to persuade the readers to read on by improving the quality of your writing.

Participants of this programme will:

- Save time and increase your confidence in writing letters
- Understand the importance of preparation and structure
- Describe the basic rules of writing
- Use an easy approach to writing with an appropriate language, punctuation and style
- Use a business writing style
- Use correct punctuation and use useful aids to writing
- Express yourself clearly
- Appreciate the benefits of handling a complaint effectively
- Avoid phrases that create a wrong impression
- Use Appropriate steps when replying to a letter
- Write letter that get results.

Programme Content

- Successful letter writing essentials
- Clear letter writing
- Quality Letter Writing
- Appropriate letter writing styles

Delivery Method	Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred
Certification Required	Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
Certification	On Completion participants will receive a Certificate of Attendance
Progression Route	FETAC Level 5 Communications
Specific Support Available	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
Trainers	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which can be energetically delivered to learners.
Required fluency in generic skills	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning. Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

Letter Writing Certification of Attendance