

## Collaborative Business Writing

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.



### Course Outline:

#### Module One: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

#### 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

- Parallel 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 Designation
- 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**

- Practicing T-shaped Management
- Building 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
- Selection of Team Leader
- 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 the Parking Lot
- Lessons Learned
- Recommended Reading
- Completion of Action Plans and Evaluations