



JANI MURPHY

Email Communication Mastery

How to write clear, concise and professional business emails

WHY DOES THE QUALITY OF YOUR EMAIL WRITING MATTER?

In business, email is how we spend most of our time communicating so it is our greatest opportunity to communicate effectively.

Being able to communicate effectively is the most important of all life skills

How you write your emails matters to the people receiving your emails. Elevating your email communication by learning how to write clear, concise emails means your colleagues or clients will be more productive because you will be adding less clutter to their inboxes, making it easier for them to respond to you. Your emails will be read and actioned quickly.

In addition to this, as your career progresses, so the importance of communication skills increases. Your ability to write polished and professional emails will reflect favourably on you and have a positive influence on your career path.

Writing clear, concise and professional emails is a skill you can learn.

This workshop will give you the strategies you need to elevate your email communication to a consistently high level.



WHAT WILL YOU LEARN?

- The 4 questions you must be able to answer before you email
- The power of brevity in email communication
- Why you need to create emails with eye appeal
- How to write emails that reduce the need for unnecessary replies
- How to use greetings and closings to contribute strongly to email “tone”
- How to build trust and rapport with every email
- The unwritten ground rules you need to follow to transform your email experience and that of your colleagues.

HOW IS THE PROGRAM DELIVERED?

The program can be delivered in-house for groups of up to 20 participants. Duration - 3.5 hours.

The program can also be delivered online via Zoom, MS Teams or Webex for groups of up to 16 participants. Duration - 3 hours.

WHAT'S INCLUDED?

- Workshop workbook
- Access to Email Communication Mastery video resources
- Access to monthly Upskilling/Q & A online sessions conducted via Zoom
- Access to Email Mastery weekly tips

ABOUT JANI MURPHY

Jani is a workplace productivity expert with over twenty years' experience in improving business processes. She is an excellent presenter with an engaging style and a commitment to helping people improve their work practices.

CONTACT JANI FOR PRICING/ BOOK YOUR PROGRAM

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