



TSM Consulting - creating and delivering value

Tel: 021 872 9762 | Cell: 082 4965909 | Fax: 021 8720659 | Email: tanja.tsm@mweb.co.za | website: <http://www.tsm.co.za>

We are proud to present:
Business Writing Skills

Date	Venue	Price excl. Vat	Presenter	Duration & Time
12 May 2010	13 Synagogue Street, Paarl	R750 per person	Anne Jordaan	08h30-16h00

Our price is offered per delegate attending the workshop. This includes tea/coffee, lunch, refreshments and a detailed participant's manual. This fee does not include any other expenses, e.g., travelling or accommodation.

Learner outcomes

By the end of this workshop participants should be able to:

- Organise information more effectively
- Write business correspondence more effectively
- Edit business correspondence more effectively
- Communicate more effectively when using electronic communication

Who should attend?

This program is suitable for Personal Assistants and administrative and support personnel who would benefit from improving their business writing skills. To register, please go to the following link:

<http://www.tsm.co.za/registration.asp>

Enquiries

For more information, please contact:

Estia Smith

Tel: 021 872 9767

E-mail: estia@tsm.co.za

Nadia Brits

Tel: 021 872 9762

E-mail: nadia@tsm.co.za