



ADVISORY No. 004 s. 2025

January 9, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Officials,
Personnel/Staff, as well as the concerned public

INVITATION FROM GOVERNMENT EXCHANGE

The Government Exchange (GE) informs you of its virtual open course on Essential Writing Skills on January 23, 2025.

Enclosed is the basic communication for the complete details. For further information, you may send an email to enquiry@governmentexchange.co.uk or call 020 3137 8632.

Participation in this event of teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task.

For information.

HRDD/rtb/mvt
01/09/2025



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



January 14, 2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All Others Concerned

For information.

CECILE O. FERRO, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

From: training@governmentexchange.co.uk on behalf of Training <training@governmentexchange.co.uk>
Sent: Monday, 6 January 2025 12:36 pm
To: DEPED V BICOL REGION
Subject: Essential Writing Skills for the Public Sector - Certified Workshop



Essential Writing Skills for the Public Sector

Bursary Available

Government Exchange would like to invite you and colleagues to join the upcoming "Virtual" Open Course Workshop on Essential Writing Skills which will take place on **Thursday 23rd of January 2025**.

The emphasis on the written word for those working in, or with, the public sector requires you to write for a diverse range of people including both internal and external stakeholders. You will also need to understand how to get the best from social media and the benefits/limitations of AI. The objective of this course is to understand and practise all the key skills for successful written communication in the public sector and beyond.

Learning outcomes

- Understand how to achieve what you want from your writing
- Learn and practise how to structure a proposal or argument most effectively
- Understand the importance of clarity, plain English, how to avoid jargon and how to be helpful in your writing, and apply it in practice sessions
- Understand how to make an impact with your writing (including presenting data)

Click [LINK](#) for full programme

Essential Writing Skills Course Feedback

"The course was of a good quality and supported learning around report writing. I will be taking much of what I learnt into practice. It worked well that the group was small, as this encouraged participation and gave an informal feel." **Southern Health NHS Trust**

"It brought home the importance of written communication within the public sector. It provided me with useful insights, provided techniques that I can implement and a potentially useful document resource." **UK Research & Innovation**

"Very useful, interactive and enjoyable. Thank you." **Westminster City Council**

I found the training interesting and informative – lots of practical tips and guidance that will make a real difference in how I plan and execute a report etc. **Department for Education**

The training course was very insightful and I would like to take this opportunity on behalf of my organization to thank you and your team for the opportunity to participate in the subject training course, as well as your professionalism and support. We very much appreciate it!! **Cayman Islands Government**

"I really enjoyed the course, as it helped me to better understand how I can better arrange my reports." **Belize Social Security Board**

"I would highly recommend this session! The trainer was brilliant. All sessions work at pace that was clear, easy to follow and understand. Thank you!" **BEIS**

My main objective was to have a better understanding of how to formulate consultation responses. My job is in Regulation for an energy company in NI and I have only been in the job for a short time. Part of my role is to write consultations in response to Regulatory or industry proposals. I feel after the course I am better equipped to prepare and write these consultation responses in the correct manner. **Firmus Energy**

Government Exchange

GE has long been a leading provider of training solutions with an exceptional reputation for delivering high quality. All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Our trainers have personal experience of working at the highest level of either Parliament, Government or the Civil Service, enabling them to give a genuine insight into the subject matter. This course has also been approved by the internationally recognised *The Institute of Leadership*.

Standard Fee and Group Bursary:

Standard fee for one place: £570 + VAT

If you would like to join the Essential Writing Skills Workshop - please click link for registration form [LINK](#)

For information on limited special part bursary on group applications, please call 020 3137 8632 or email enquiry@governmentexchange.co.uk

Please feel free to circulate this information on to any relevant colleagues, and do not hesitate to contact us should you wish to register or require any assistance.

Upcoming Workshops for 2025

[A Guide to Strategic Thinking - 20/01/2025](#)

[Essential Writing Skills for the Public Sector - 23/01/2025](#)

[Writing Strategy - 23/01/2025](#)

Policy Making in Practice - 27/01/2025

How to Influence Whitehall & Westminster - 31/01/2025

Parliamentary Questions - 05/02/2025

Preventing Financial Cyber Crime in the Public Sector - 12/02/2025

Policy Masterclass - 24/02/2025 - 25/02/2025

Stakeholder Management for the Public Sector - 06/02/2025

Parliamentary Process - 21/02/2025

Submissions & Briefings - 05/03/2025

Introduction to Parliamentary Select Committees - 05/03/2025

Policy (1) & Policy (2) - 06/03/2025 - 07/03/2025

Impactful Presentations for the Public Sector - 07/03/2025

Report Writing - 13/03/2025

Principles of Policy Advice: Submissions & Briefings Masterclass - 19/03/2025

Performance Management Best Practice: 20/03/2025 - 21/03/2025

Kind regards,

The Government Exchange Team

E-Mail: enquiry@governmentexchange.co.uk

Phone: 020 3137 8632

If you do not wish to receive further information regarding GE events then please [click here](#)