

ADVISORY No. 193 s. 2024

August 13, 2024

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 TO THE ESSENTIAL WRITING SKILLS FOR THE PUBLIC SECTOR

The Government Exchange (GE) invites you and your colleagues to join the
"Virtual Open Course Workshop on Essential Writing Skills" on August 28, 2024.

Interested in joining the workshop, please email
enquiry@governmentexchange.co.uk or click the registration form

Enclosed are the details, the basic communication for reference, and the list of
their upcoming courses for 2024. For more information, you may contact
020 3137 8654.

Participation is on a voluntary basis only.


For information.

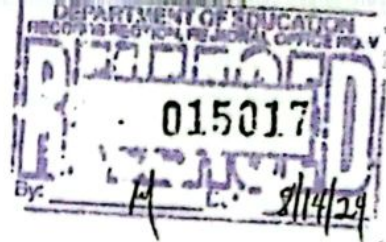


August 21, 2024

- 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 and guidance.


EVA S. TOLENTINO
 Administrative Officer V
 Officer-in-Charge
 Office of the Schools Division Superintendent



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open@openworkshop.com.ph or click the registration form [HERE](#).

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For information.

HRDD/smn/mvt
08/13/2024

SGOD OFFICE
RECEIVED
Date: 8/16/24
Time: 11:30

REGISTRATION SECTION, REGIONAL OFFICE NO. V
AUG 12 2024
DATE: 05

From: james.morgan@governmentexchange.co.uk on behalf of James Morgan
<james.morgan@governmentexchange.co.uk>
Sent: Monday, August 12, 2024 12:33 PM
To: DEPED V BICOL REGION
Subject: Essential Writing Skills for the Public Sector - Certified Workshop



The Institute of Leadership Approved
Essential Writing Skills for the Public Sector
Limited 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 **Wednesday 28th August 2024**.

Working in the public sector requires you to write for a diverse range of people, both internal and external stakeholders. The objective of this course is to understand and practise all the key skills for successful written communication in the Civil Service and beyond.

Learning outcomes

- Learn and practise some useful structural frameworks for writing persuasive English
- 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 and practise the key principles of how to summarise effectively

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 email enquiry@governmentexchange.co.uk or 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 courses for 2024:

Policy Making in Practice with Lord Lilley - 14/08/2024

Policy Masterclass - 14/08/2024 - 15/08/2024

Principles of Policy Advice: Submissions & Briefings Masterclass - 15/08/2024

Policy 1 & Policy 2 - 19/08/2024 - 20/08/2024

Presentation Skills for the Public Sector - 20/08/2024

Essential Writing Skills for the Public Sector - 28/08/2024

Writing Strategy - 29/08/2024

A Guide to Strategic Thinking - 02/09/2024

Parliamentary Questions Workshop - 03/09/2024

Submissions & Briefings - 04/09/2024

Introduction to Parliamentary Select Committees 05/09/2024

How to Influence Whitehall & Westminster - 05/09/2024

Parliamentary Process - 10/09/2024

Training for the Occasional Trainer - 11/09/2024

Presentation Skills for the Public Sector - 13/09/2024

Negotiation & Influence - 17/09/2024 - 18/09/2024

Stakeholder Management for the Public Sector - 23/09/2024

Policy Masterclass - 25/09/2024 - 26/09/2024

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](#)