

DEPARTMENT OF EDUCATION
017832
By: [Signature]

ADVISORY No. 220 s. 2024

September 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 WORKSHOP FOR
CIVIL SERVANTS**

The International Centre for Parliamentary Studies invites you and your colleagues to participate in the Essential Writing Skills Workshop for Civil Servants which will be held on September 25, 2024 via Virtual Learning.

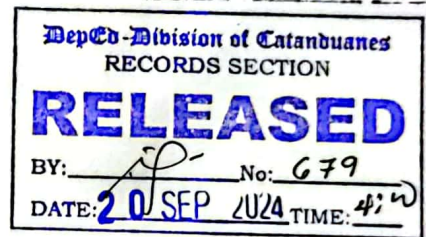
Attached is the basic communication sent through an email dated September 11, 2024, for the complete activity details. For queries, you send an email to training.support@parlicentre.org.

Participation in this activity is on a voluntary basis only.

For information.



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



September 19, 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.

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

DEPED V BICOL REGION



From: trainingsupport@parlicentre.org on behalf of International Centre for Parliamentary Studies <trainingsupport@parlicentre.org>
Sent: Tuesday, 10 September 2024 8:42 pm
To: DEPED V BICOL REGION
Subject: Essential Writing Skills Workshop for Civil Servants - 25th September 2024

ICPS

International Centre for
Parliamentary Studies



Essential Writing Skills Workshop for Civil Servants

25th September 2024 | Virtual Learning

Dear GilbertT,

The International Centre for Parliamentary Studies would like to invite you and your colleagues to participate in our **Essential Writing Skills Workshop for Civil Servants Workshop** which will be held on **25th September 2024 (Virtual Learning)**. Below you will find the details of the course:

Course Overview

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

By the end of the course the delegates will be able to:

- 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

Programme

Registration

Trainer's Welcome and Introduction

Session One

Discover useful templates and frameworks for written documents

Exercise

Spot and correct common spelling, grammar and punctuation errors

Break

Session Two

Learn the skills to develop a logical approach to your proposition or argument

Learn how to anticipate and counter objections and other points of view

Exercise: Drafting Letters for Ministers

Practise the key components of an effective written document which requires action by its reader

Break

Session Three

Understand the importance of using plain English in your written work.

Understand the importance of language, style and tone

Understand the importance of sounding helpful, human and empathetic, and how to bear in mind political sensitivities

Exercise: Writing for an External Audience

Practise how to communicate essential information in a concise and clear manner, and how to create impact in your writing

Break

Session Four

Learn how to read thoroughly and accurately

Learn how to summarise wide ranging discussions and documents, keeping to the relevant issues

Exercise: Drafting Minutes of Meetings and Phone Calls

Practise how to write an executive summary

Final Questions, Feedback and Discussion

Close

Accreditation

The Institute of Leadership has approved this training course. The Institute combines years of research, knowledge and innovation to champion the leadership agenda for all and since 1947 they have carried out extensive research into the knowledge, skills, attitudes, behaviours and values of great leadership. Based on The Institute's core leadership values, this course meets the standard that enables learners who have completed to access the following benefits:

- Membership of The Institute of Leadership will be in receipt of an ICPS/The Institute joint Certificate of achievement for the course
- Access to a raft of resources to help you with your continuing professional development, including an award-winning library of e-learning content
- A community of over 30,000 members worldwide enabling you to collaborate and grow your knowledge and skills
- Receipt of weekly news updates, podcasts and cutting-edge research and a monthly published journal and invitations to topical webinars
- Authorisation to use approved letters AMInstL (Associate Member of The Institute of Leadership) after your name for business correspondence

Fees

Group of 5 participants - £2500

To register, please fill in the attached registration form and send it back to me on Aaisha.Nazeer@parlistudies.org

Kind regards,

Aaisha Nazeer

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

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