

Editing Skills Training Course Brochure

1 Day Practical Workshop



Contents

Course Overview	2
Why Choose DCM Learning	3
Course Objectives & Benefits	4
Course Content	5
Trainer Profiles.....	6
Who We Work With	9
Contact Details	10



The Right Fit.....For You

Sharpening your editing skills is always a good idea and the ability to edit and proofread your own work is always an essential skill.

This half day training course has been designed to give your learners the tools they need to successfully edit, as well as the skills to brief content correctly to ensure all documents are perfect.

This highly practical course aims to give learners the skills they need to feel confident in their own ability to identify and correct errors and to make their writing stronger and more effective.

It also provides them with strategies and checklists to help them edit and proofread more quickly and efficiently.

This is a highly practical course with scenario based exercises and group discussions used throughout to allow learners gain a better understanding of why editing is important and how to put their new skills into practice.

Below you will find a proposed course outline.

Our trainer will also work with you before the course to get your input and tailor the content as needed.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



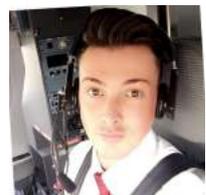
"We are all very happy with the training carried out last week & will definitely be in contact in the future"

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

Specific reasons to choose DCM:



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Experienced: We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by the following national and international certification bodies.



You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





Editing Skills Training

COURSE OVERVIEW

This half day training course has been designed to give you learners the tools they need to successfully edit, as well as the skills to brief content correctly to ensure all documents are perfect.

This highly practical course aims to give learners the skills so they feel confident in their own ability to identify and correct errors and to make their writing stronger and more effective. It also provides them with strategies and checklists to help them edit and proofread more quickly and efficiently.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Understand how to ensure documents are clear, correct and readable
- Review examples of popular style guides and learn how to create your own
- Proof-read effectively checking grammar, spelling ect..
- Compile a checklist for content

TOPICS:

- Setting standards: best practice
- Tips and tactics for proof-reading and checking grammar, spelling, clarity and style guide
- How to edit your own content
- How to read the content & verify relevancy
- Efficient editing strategies and rules to follow
- Final checks before content is sent/published

In addition, we will consult with you before the programme commences to get your input. This way we can be sure to address any specific requirements.



Brendan Murphy

Training Associate

Brendan is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has long experience of group facilitation in a variety of settings with a knack for individual performance improvement.

Brendan brings his vibrant enthusiasm for training to every course he delivers. His resulting style is participative and inclusive, which empowers learners to develop their skills and achieve great results from training.

Some of the areas Brendan specialises in are: Communications, Effective Writing Skills, Public Speaking, Management and Minute Taking.

Some of Brendan's qualifications include:

- FETAC Level 6 Train the Trainer with Distinction
- Diploma in Business & Executive Coaching, Smurfit Business School
- Higher Diploma in Education, St. Patrick's College, Maynooth
- BA in English and Theology, St. Patrick's College, Maynooth

"Many thanks for this and for your excellent facilitation of the session. My colleagues and I were very pleased with the programme and several of them asked me to commend your for the way in which you managed the morning. "

Graeme M.Warren, Head of School of Archaeology, UCD





Inhouse Training, One Size Doesn't Fit All.

Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

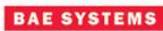
Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

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-  dublin@dcmlearning.ie
-  Guinness Enterprise
Centre

CORK

-  021 2429691
-  cork@dcmlearning.ie
-  Atrium Business Centre
Blackpool Business Park

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