

INSTRUCTIONAL SOLUTIONS

CUSTOMIZED ONLINE GROUP EVALUATIONS

Read the actual evaluations and comments from participants in a customized training created for a large financial organization.

Find out more about our group training options:

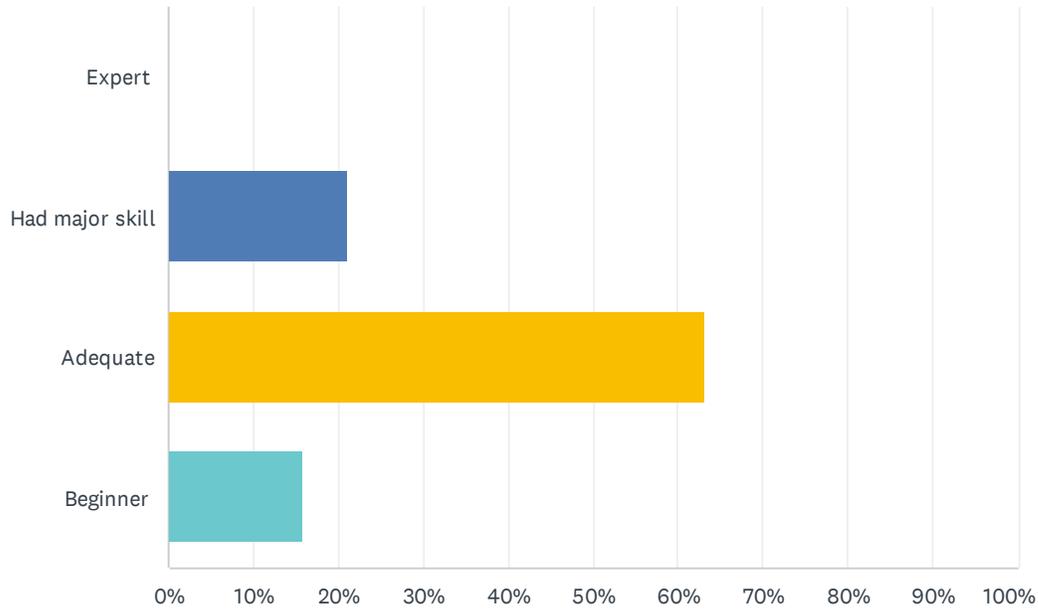
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Please rank your understanding of Business Writing Techniques PRIOR to participating in this training:

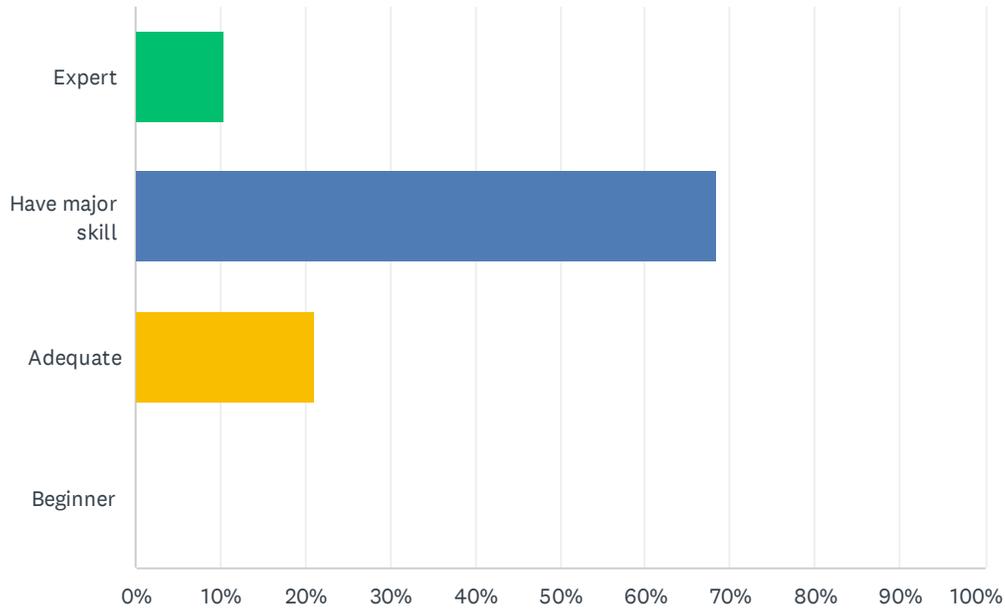
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Expert	0.00%	0
Had major skill	21.05%	4
Adequate	63.16%	12
Beginner	15.79%	3
TOTAL		19

Please rank your understanding of Business Writing Techniques AFTER participating in this training:

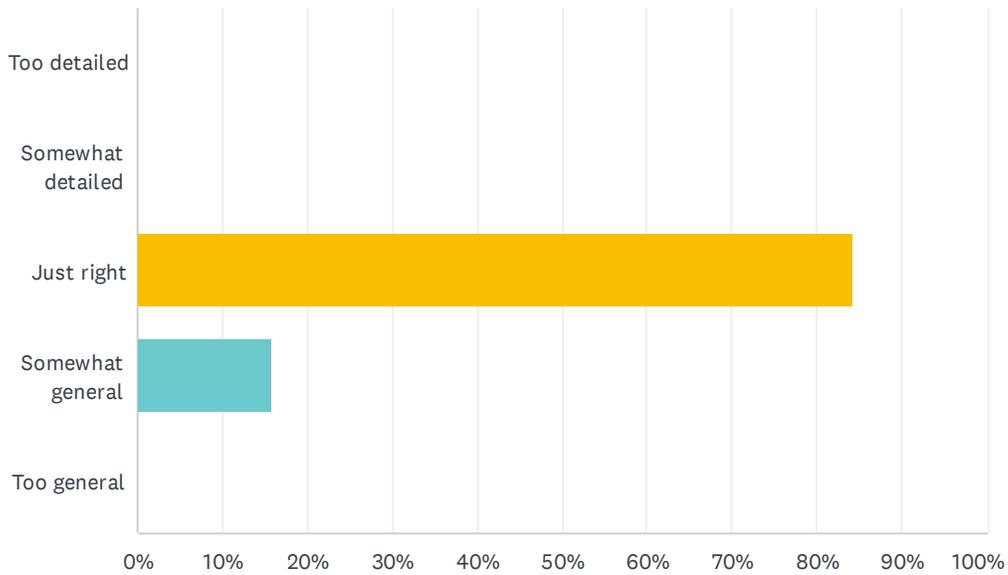
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Expert	10.53%	2
Have major skill	68.42%	13
Adequate	21.05%	4
Beginner	0.00%	0
TOTAL		19

The content material for this training was:

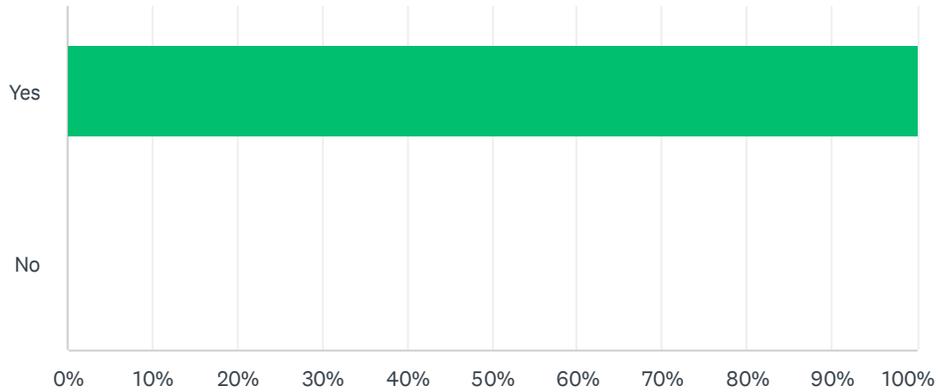
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Too detailed	0.00%	0
Somewhat detailed	0.00%	0
Just right	84.21%	16
Somewhat general	15.79%	3
Too general	0.00%	0
TOTAL		19

Were the materials clear?

Answered: 19 Skipped: 0

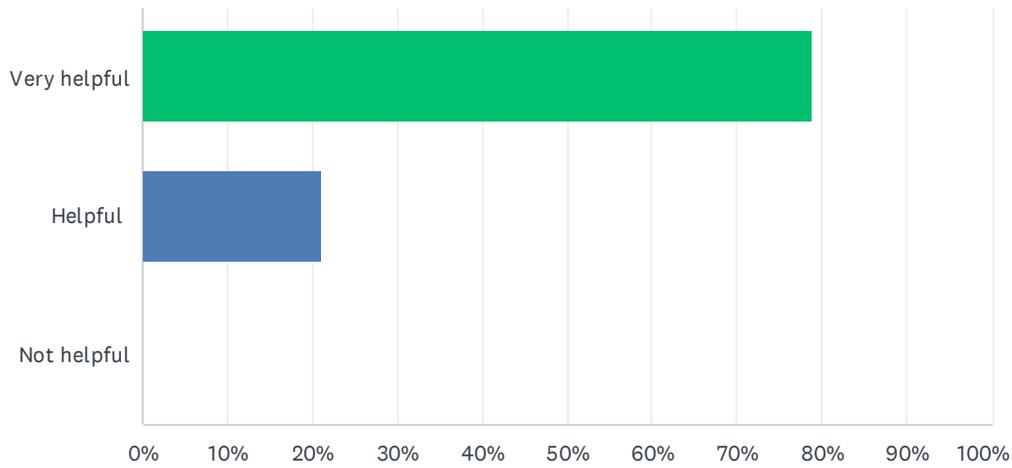


ANSWER CHOICES	RESPONSES	
Yes	100.00%	19
No	0.00%	0
TOTAL		19

#	COMMENT	
1	Especially I liked the email exercise. We write so many emails everyday, but emails are never edited or tutored.	
2	I really enjoyed the references, guides, and tools provided throughout the training so that I can leverage them in the future to continually improve at my own pace.	

Please rank comments and clarifications from your instructor:

Answered: 19 Skipped: 0

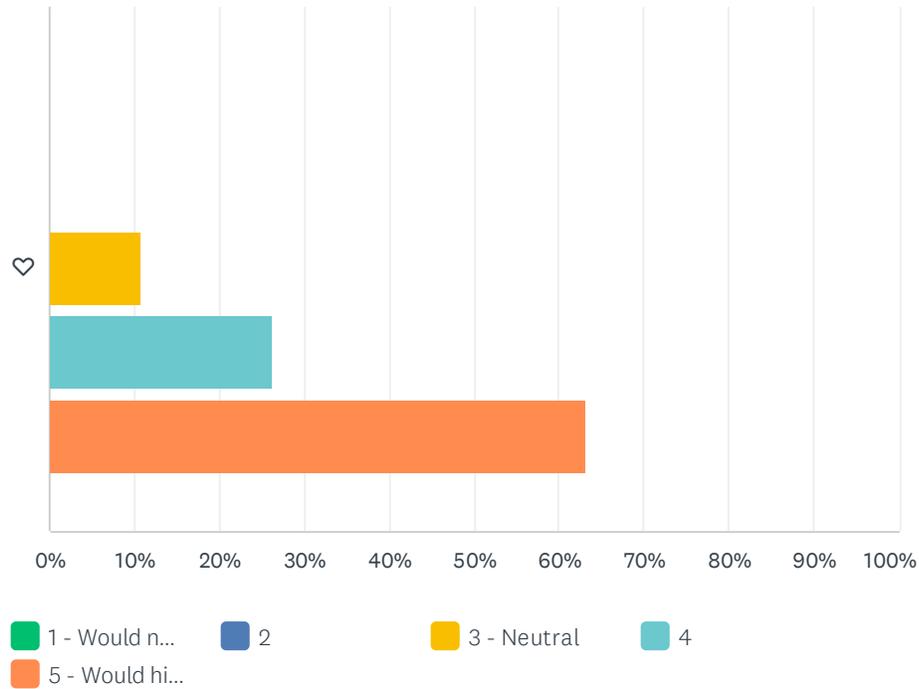


ANSWER CHOICES	RESPONSES	
Very helpful	78.95%	15
Helpful	21.05%	4
Not helpful	0.00%	0
TOTAL		19

#	COMMENT
1	I liked the way the instructor tutored as I thrive on compliments. The instructor also provided alternative expressions. It was very helpful.
2	The feedback provided was timely and very instructive. This was a very valuable aspect of the training that I can take into consideration when I write.

Please rank how likely you are to recommend this course to a colleague:

Answered: 19 Skipped: 0



	1 - WOULD NOT RECOMMEND	2	3 - NEUTRAL	4	5 - WOULD HIGHLY RECOMMEND	TOTAL	WEIGHTED AVERAGE
♡	0.00% 0	0.00% 0	10.53% 2	26.31% 3	63.16% 12	19	4.59

How will you apply what you learn?

Answered: 19 Skipped: 0

#	RESPONSES
1	Use the various techniques. Sit back and recheck things basis what we were taught in the training. Then only press the send button.
2	Write more concise and audience-focused reports and messages.
3	I really found the 6 step process to be particularly useful. I tried to incorporate some of the techniques in my writing previously. This was a helpful refresher and provided some new pointers.
4	I just need more practices. The more I write, the better writing be.
5	I'll apply the writing tecniques while preparing the emails, memos and reports for [REDACTED].
6	In my reporting writing and Day to Day Emails
7	I will use some of the tools you have recommended
8	I feel the later chapters such as 8 and 9 were most useful.
9	I've already begun applying the learnings when I draft emails using the active voice and being mindful of the audience.
10	The lessons learned were good and I think will be useful to me in preparing reports etc. however I don't know if this will change the number of rounds of alterations any report goes through as persons at each level have different personal styles that they like to use.
11	To think of my audience when writing
12	Apply it in everyday communications
13	I plan to apply what I learned on a daily basis and use the new techniques in my documentation work constantly.
14	Follow 6-step process more closely; try to be clearer in my writing
15	I will take the feedback given and what I have learned and apply it to all of my writing.
16	More purposeful in requiring clarity and active voice in writing.
17	I will reference the tools and guides provided. I will also review and apply the feedback provided by the instructor.
18	I will share the top takeaways with my team / colleagues, to enable their learning.
19	Will make sure to plan, will consider the stylistic items, will refer to online tools like OWL and Hemingway, and will make sure to follow the grammatical points raised.

What were the major benefits of participating in this course?

Answered: 19 Skipped: 0

#	RESPONSES
1	Self realisation of the common mistakes I make. Learning new aspects for business writing, like the concept map. As English is not my first language, it's good to know these concepts.
2	Training content was close to real life situation of business writing. Feedback and advice is applicable.
3	The exercises really forced you to think about what you wanted to say to the intended audience. Sometimes in the day to day, it's easy to treat all communication the same rather than tailor it.
4	Normally trainings available are passive format, but this training was a two-way communication. It's great to have a feedback on the output.
5	The course provided interesting content with regards to grammar and what not to use when writing, which were relevant for me, since I'm not a native English speaker.
6	Gives he participants an edge and can propel the learning which typically one has to learn organically.
7	I have learned the phased approach to writing, some concepts on clear communication and some mistakes I was making with grammar.
8	Taking a step back and learning how to write business reports from scratch.
9	Participating in this course helps you to identify missteps in your current writing style and provides you with the tools to correct them. It helps with sentence structure, delivery, tone and grammar.
10	If the lessons learned were applied across the whole department then it may make report writing a less painful exercise. From a personal perspective I took some good tips away. I am relatively new to preparing formal business reports and appreciated the guidance especially from the written exercises.
11	To have a writing framework that appeals to the audience
12	I am more conscious about my writing. I am trying to apply the skills learnt in this course to my writing.
13	The practical tips learned on how to analyse the audience, target the appropriate level of information to communicate and techniques on how to draft and present that information in the most suitable way.
14	very clear messages and good examples
15	learning how to prepare for writing and how to organize the content
16	Identifying smothered verbs and the importance of BLOT.
17	Being able to progress through the training at my own pace and when it was most convenient to me. There was no pressure to rush through the material. The feedback provided by the instructor is also a great benefit.
18	To be more effective in business communication.
19	Planning, Style, grammar points. A quick win for me is moving from two spaces after a period to just one.

Do you have any recommendations about the course to improve it for future colleagues enrolling?

Answered: 19 Skipped: 0

#	RESPONSES
1	If we can add in some specific inputs for [REDACTED] that will be good. Like we need to write things in active tense, but sometimes we need to tone down our message [REDACTED], for making everyone comfortable. If we can add in such additional [REDACTED] alongwith the generally accepted norms would make this training more targeted.
2	No
3	I liked the course as is
4	We received the feedback and sample document at the same time during [REDACTED] [REDACTED]. It would be beneficial if we could do this a few more rounds of revision and resubmission just like real editorial process. Also, I was keen to see colleague's writing. If they could showcase some good ones from our colleagues, it would be great.
5	Make sure you are not doing the course doing a busy season or close to deadlines.
6	More interactive and in person.
7	Please see N. 10
8	Overall, I thought this was an excellent course and was happy to be selected to participate.
9	I would like more content on how to write policies and procedures as to me, that's a specific skill.
10	See above
11	N/A
12	The assignments should be moved to the end. It would be helpful to understand topics such as grammar before doing the assignments.
13	See comment above.
14	no
15	N/A
16	More exercises with feedback.
17	See question 10 above. Overall, the course is very effective as it is.
18	The first writing assignment (email) requires more context, to allow the participant to write in more detail.
19	First let me be positive-this is I think the most helpful soft skills corporate training I've ever taken (and I've taken many). The combination of videos, material to read, and very importantly instructor reviewed exercises is a powerful one. Also, it's rare for me to walk away from a soft skills training with such clear and helpful tools for after the training, so well done! One major item to consider, which is a critique of [REDACTED] Especially referring to Lesson 8, you taught us to write clearly, forcefully, concisely, usually in active language, and with strong verbs and no smothering. I agree that this is good writing, the problem is this is not the style of writing senior leaders [REDACTED] As a result, we're encouraged to write weakly, with smothered verbs, with lots of qualifiers, without getting right to the point, without naming who did things, wand often with passive language. [REDACTED]



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