

Training courses

IMPROVED SKILLS FOR CHALLENGING TIMES

Your staff will:

- » be better able to write clearly and concisely
- » communicate key messages more clearly
- » work in a more cohesive, communicative workplace
- » represent your organisation with confidence and skill
- » have a better understanding of government.



THE ETHOS CRS TEAM

Ethos CRS specialises in communications. In person. In print. Online. On film.

Our training team is led by Chas Savage and Tony Turner. As a team of professionals, they have advised ministers and have developed and delivered a wide range of training courses to public sector agencies and non-government organisations.

WRITING SKILLS

By identifying training needs with organisations, we develop courses that build the writing skills of staff. We focus on how complex documents should be structured to make them accessible and intelligible to busy readers—and we focus on how to write in a style that is clear, direct and fluent.

Courses in writing skills

- » Ministerial writing skills
- » Departmental writing skills
- » Media writing skills
- » Business writing skills
- » From grammar to clear writing
- » Speechwriting skills

PRESENTATION AND MEDIA

Ethos CRS provides coaching and training for those who want to deliver better and more persuasive speeches or presentations. We also train people to speak effectively to the media, and help organisations manage issues that threaten to damage good reputations.

Courses in presentation and media

- » Giving persuasive presentations
- » Who's who in the media zoo—and how they should be approached
- » Media and interview skills
- » Issues management

GOVERNMENT

Ethos CRS offers programs that improve your understanding of how government works. The result is an improved ability to design, develop and implement policy—and an enhanced capability to engage with government on the issues that are important to your organisation.

Courses in government

- » Introduction to government
- » Introduction to policy development
- » Advanced policy development

ORGANISATIONAL COMMUNICATION

Relationships between staff, managers and external organisations and clients need careful management and nurturing. We run courses that help you improve internal and external communications.

Courses in organisational communication

- » Giving and receiving feedback
- » Representational skills
- » Negotiation skills
- » Relationship management

PEOPLE AND MANAGEMENT

Ethos CRS offers coaching and group programs that improve the ability of people to manage their staff, themselves and their workloads.

Courses in people and management

- » Enhancing teamwork
- » Providing administrative assistance
- » Problem solving skills
- » Managing people and performance
- » Managing workloads