



Professional Email Writing

Course Content:

Upon completing this ½ day course learners will be able to:

Create visually appealing emails that are easy to read, get to the point quickly and have clear Calls to Action.

Use styling techniques to set the right tone and level of formality.

Make emails truly stand out by creating informative subject lines.

Correctly populate address fields and indicate the level of responsibility and interaction each recipient is expected to make.

Properly edit and proofread emails to ensure a professional standard is upheld.

Target Audience

People of all experience levels and seniority using email to communicate with external and internal contacts.

Course Delivery

Face to Face

Pre-course Requirements

To book with CPD and be 100% compliant with statutory mandatory training. Must have study leave approved and protected.

Booking Instructions

Please email your interest to CPD email CPD@ldh.nhs.uk



Date	Time	Venue
1 st May 2024	9:30 – 12:45	Luton – Venue TBC
1 st May 2024	13:45 – 17:00	Luton – Venue TBC
2 nd May 2024	9:30 – 12:45	Bedford – Venue TBC
2 nd May 2024	13:45 – 17:00	Bedford – Venue TBC
10 th September 2024	9:30 – 12:45	Luton – Venue TBC
10 th September 2024	13:45 – 17:00	Luton – Venue TBC
12 th September 2024	9:30 – 12:45	Bedford – Venue TBC
12 th September 2024	13:45 – 17:00	Bedford – Venue TBC