



Collaborative Business Writing

SEHG-AD-5227 · Business · approx. 8 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Collaborative business writing is a growing trend among industries because it is a concept that utilizes the talent and knowledge of several individuals to create one final piece of work. Since collaborative writing in the workplace can be done by several different employees, the final work can feature several different views, aspects and opinions that may not be seen if the job had been completed by one person. This concept is also helpful when companies have large projects to finish, since it can be broken down into several “parts” for team members to complete individually.

Administrative Skills course: Collaborative Business Writing.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Define collaborative business writing
- Know different types of collaborative writing
- Know how to collaborate with team members
- Learn methods of handling conflict in writing
- Build collaborative writing teams

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 8 instructional videos — 8 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — What is Collaborative Business Writing?**
 - Clarifying the Objective
 - Practical Writing Approaches
 - Collaborative Writing Strategies

- Collaborative Writing Patterns
- **Module 3 — Types of Collaborative Business Writing**
 - Construction – “Cut and Paste”
 - Parallel Construction – “Puzzle”
 - Sequential Summative Construction
 - Integrating Construction
- **Module 4 — Collaborative Team Members**
 - Team Leader Selection
 - Chief Editor Selection
 - Characteristics of Team Members
 - Ways to Build Collaborative Writing Team
- **Module 5 — Collaborative Tools and Processes**
 - Outlines and Storyboards
 - Collaborative Planning
 - Collaborative Revision
 - Collaborative Team Cohesion
- **Module 6 — Setting Style Guidelines**
 - Voice and Person
 - Format
 - Consistent Spelling of Commonly Used Words
 - Numbers as Words or Figures
- **Module 7 — Barriers to Successful Collaborative Writing**
 - Hoarding
 - Innovation
 - Search
 - Knowledge Transfer
- **Module 8 — Overcoming Collaborative Writing Barriers**
 - Practice T-shaped Management
 - Building a Network of Alliances
 - Implementing Enablers
 - Assessing the Culture and Areas for Improvement
- **Module 9 — Dealing with Conflict**
 - Ensure that Good Relationships are the First Priority
 - Keep People and Problems Separate
 - Pay Attention to the Interests that are Being Presented
 - Listen First, Talk Second
- **Module 10 — Tips for Successful Business Writing Collaboration**
 - Determine Purpose
 - Formulate Outline and Organizational Format
 - When Choosing a Team Leader, Remember...
 - Assign Writing Tasks and Associated Duties
- **Module 11 — Examples of Collaborative Business Writing**
 - Writing Emails
 - Writing Reports
 - Writing Training Manuals
 - Writing Company Handbooks
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AD-5227 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.