

Writing Excellence Award Submissions

The craft of a persuasive submission — backed by verifiable evidence and written in the assessor's language.

Level	Practitioner
Duration	2 days · 12 training hours
Fee	699 AED
Group size	5 - 16 participants
Delivery	In-house · Public run · Live virtual
Runs each year	22 February and 27 September

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Structure a submission that maps to the award guide
- Write passages that link approach to result to evidence
- Avoid the language and method errors that cost marks
- Review the file before submission with a systematic checklist

Who it is for

Submission writers, excellence coordinators, planning and quality managers, and corporate communication officers.

Prerequisites: Basic familiarity with the target award criteria. Taking the model foundations course first is recommended.

Programme outline

Day 1 — From guide to structure

- Reading the award guide and decomposing requirements
- Assessor language: what they actually look for
- Linking claim, evidence and number
- The ten most frequent mistakes

Day 2 — Writing and reviewing

- Writing workshop on a real criterion from your organisation
- Peer review and improving drafts
- Managing word and page limits
- The pre-submission checklist and final review plan

Competencies developed

- Institutional writing
- Editing and review
- Documentation and evidencing
- Presenting results

What participants take away

- A bilingual submission template
- A pre-submission checklist
- A bank of approved phrasing and terminology
- A company-issued certificate of attendance

How it is assessed

Practical assessment: each participant writes a full passage for a real criterion and it is reviewed with the group.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme

To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

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