

Writing That Works

Course Overview

For those who must write as part of their job, being able to write well is a real career boost. Learn how to enhance your organizational profile and capture your thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete and correct.

Learning Objectives

The purpose of this workshop is for participants:

- Learn the value of good written communications.
- Make writing clear, concise, complete and correct.
- Learn how to proofread your work so you can feel confident it is clear, concise, complete and correct.
- Have an opportunity to apply these skills in real work applications.

Outline

- Introductions and Personal Learning Objectives
- Advantages of Written Communication
- The 4 C's of Written Communications:
- Proofreading
- Putting It All Together
- Review: Your Top Ten Writing Challenges
- Personal Action Plans