



Below are the descriptions for our more popular Writing Courses. Please feel free to contact us with any questions or to set up your training session. (941) 626-4625

Writing Successful Reports

Upon completing the course, you will have learned:

- The secret to producing a successful report using a simplified format
- How to organize your report specifically for your reader
- Why it's important to use headings throughout your report
- How to analyze your readers and their needs
- When to choose an informal or formal writing style
- How to select from 12 different report outlines
- How to write in "Plain Language"
- How to overcome "Writer's Block"
- Ways to sharpen your grammar and punctuation skills

Capturing Meetings: To the Point

During this 3.5 hour session, participants will learn to:

- Successfully initiating meeting communications through planning and preparations.
- Select the appropriate writing format for particular meeting minutes.
- Track communication success.
- Avoid common problems with meeting minutes.
- Transcribe notes into accurate, clear, and concise meeting communications.
- Convert discussions into readable professional communications for distribution.

Professional Business Writing

You'll learn what's new regarding:

- Analyzing your audience
- Organizing your message to meet the needs of your readers
- Reducing the time it takes to write your opening paragraph
- Writing good news and bad news messages
- Editing for clarity, brevity and understanding

Primary goal of the seminar is to teach (or refresh) you on how to plan, write, edit, and deliver successful messages that your readers will understand, *their first time through!*

Writing User-Friendly Policies and Procedures

Primary goal of this workshop is to show you how to plan, write, edit, and publish *successful* policies and procedures. During this workshop you will have the opportunity to analyze and get feedback on your own writing from the instructors.

Upon successful completion, you will learn how to:

- Analyze your audience.
- Recognize appropriate style, structure, and sequence of information.
- Determine which of seven types of procedure writing matches a reader's needs.
- Design a readable page layout.
- Maintain, revise, and purge documents efficiently.

E-Mail: Keeping It All Together

Upon successful completion, you will learn:

- How three simple words can improve your e-mail and memos
- How to avoid telephone tag
- Importance of writing in plain language
- Ten tips for top-notch e-mail
- How to ensure your reader can open your attachments
- When to be cautious and when **not** to use e-mail
- When to use e-mail and when to use paper

Writing Objective Performance Appraisals

Upon successful completion, you will learn how to:

- Easily and effectively track employee performance throughout the review period.
- Understand the transition strategy of employee becoming partner in the performance appraisal process.
- Develop objective performance appraisals from fact, not memory.
- Write goals that are objective, measurable, time-limited, and attainable.
- Encourage more meaningful and productive communications with your employees.

For more information contact us at (941) 626-4625 or visit our website at www.AskCno.com.