

# PROFESSIONAL BUSINESS WRITING

## A 1-Day Hands-On Workshop

### **Course Description:**

Would you like a quick and easy method for composing documents—letters, memos, reports, proposals and performance appraisals—in an organized format? This business writing workshop provides you with basic formats and formulas for tackling any kind of writing task—and communicating to your readers what they need to know. You'll streamline your process for effective business writing and save time by focusing on what to write instead of how to write it. Bring a current project and get one-on-one feedback.

### **Learning Objectives & Topics Covered in this Workshop:**

- Make Use of Tools and Templates to Quickly Organize Your Thoughts and Generate Content
- Apply Techniques to Eliminate Numerous Time-Consuming Revisions
- Streamline Content and Communicate What Your Readers Need to Know
- Write with Greater Clarity

Bring a Current Project and Get One-on-One Feedback from the Course Instructor!

**Audience:** This workshop is designed for team and project leaders/managers in the GS11-13 range or their equivalents.

### **Toolkits:**

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Classroom

