



Professional Business Writing

*A 1-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

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 all government personnel.

Toolkits:

Receive a **Student Handbook** and **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: 8.0

CEU Credits: 0.8

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live

– Live Virtual Classroom

