

Professional Development

Workplace Writing - 2 Days

Course Code: PD203

Writing creates a “persona” which is critical to effective communications through e-mail, letters and business documents. Workplace Writing is designed to improve an individual’s grammar, spelling, word usage and sentence structure. Participants will learn to target their writing style to their audience while maintaining the intent of the written document. They will have an opportunity to review documents, analyze how errors can affect the content of a message and correct writing mistakes to increase the effectiveness of delivering a core thought. By understanding the audience, and analyzing the purpose of the document, participants will improve the effectiveness of their writing.

Learning Objectives

- Clarify the writing objective
- Implement the five-step writing process
- Create documents tailored to the subject, audience, and purpose
- Review writing mechanics
- Impart information through the written product, purpose, reader engagement, and clarity
- Write to assess options, facilitate decision-making, and persuade the reader
- Effectively present data and technical information
- Finalize the end product through proofreading, editing, and critiquing

Topics & Content

- Personal brand/impression management
- Guidelines for creating coherence and unity in text
- Parts of an effective document
- Using active voice
- Proper punctuation and sentence structure
- Proper flow in document design
- Avoiding common spelling errors
- Purpose, contents, clarity, and flow of a document
- Best use of graphics, charts, images in a document
- Copy-editing techniques
- The difference between editing and revising
- The five-step writing process

Course Information

Duration

2 days

Audience

This course is ideal for all personnel in the private or public workforce at any level.

Accreditations

PMI: 14 PDUs

NASBA: 16 CPEs

Nursing: 14 CEUs

OPM: 14 CLPs

OPM Competency: Communications



“Got a lot of great information that was actually useful!”