

*Webinar on*

# **Painless Business Writing: Better Communications On Screen And On Paper**

# Learning Objectives

- Think Before You Write, Using the ROSCO Model*
- The Triple A-Rule: Average Sentence Lengths, Avoid Jargon, Active Voice*
- Brainstorming with Idea-Mapping, Email Protocols*
- E Prime Writing: A Unique Way to Write in the Active Voice*
- Using Templates and Formats for Reports, Proposals, and Memos*
- Indirect and Direct Leads*
- Grammar and Punctuation Basics*  
*Writing with Colorful Language*



This webinar teaches tools that are fast and effective, to help you write with more power, clarity, and confidence.

**PRESENTED BY:**

*Dr. Steve Albrecht is internationally known for his expertise in high-risk HR issues. He specializes in threat assessment, threat management, Threat Assessment Team training, site security surveys, workplace and school violence awareness, and crisis response programs for private-sector firms, aerospace, utilities, healthcare, municipal government, library systems, banks; K-12 schools, and community colleges and universities.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

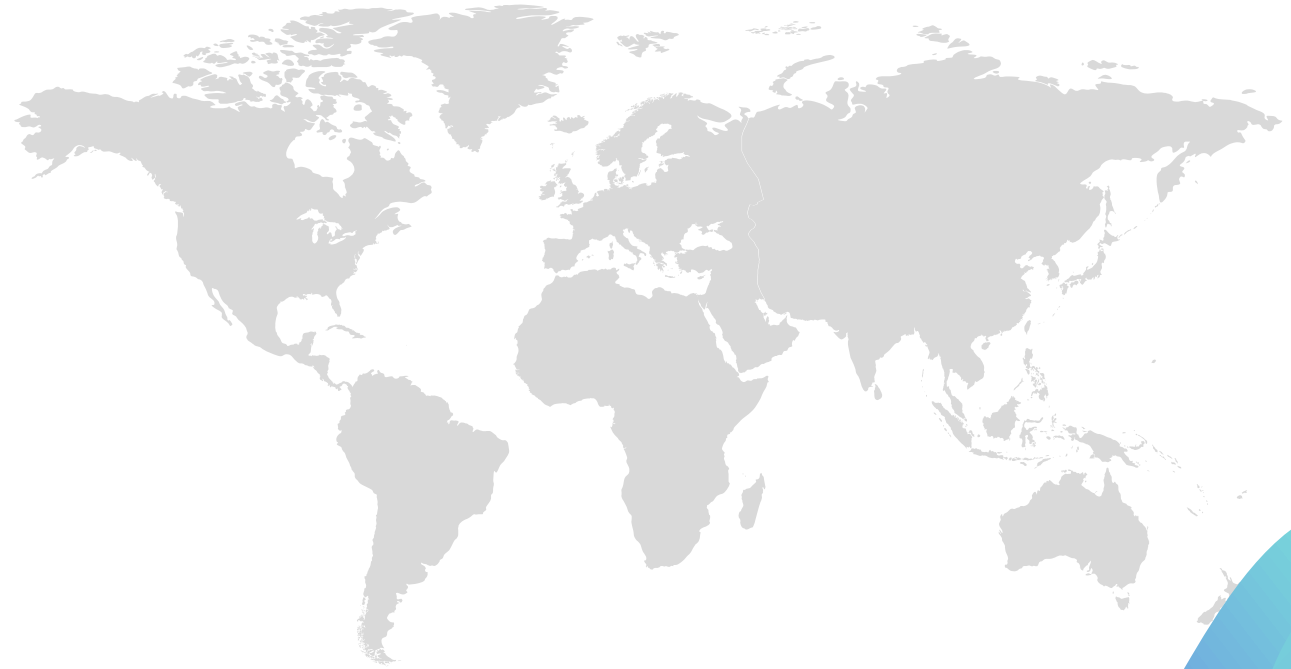
This webinar is designed as a skill-building refresher for all employees who have to write as part of their jobs. While business writing has changed from print to screen, there is more to crafting good messages than just emails. People judge your potential career success on the words you say aloud and on paper.

This session teaches tools that are fast and effective, to help you write with more power, clarity, and confidence.



# Who Should Attend ?

*All employees who write as part of their job: emails, memos, reports, presentations, summaries, RFPs, policies and procedures.*



To register please visit:

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