

Webinar on

Writing Effective Emails

Learning Objectives

- *How to manage emails efficiently and accurately*
- *Major email writing mistakes identified and corrected*
- *How to write reader-focused and purposeful mails*
- *How to keep a balance content and context in emails*
- *How to employ a comprehensive checklist which ensures quality control on the most important emails*
- *How to use a recognizable, standard structure for easy reading*
- *Ensuring your emails are respectful and actionable*



This webinar focuses on the biggest challenges faced by employees who have to saunter through hundreds of emails every day.

PRESENTED BY:

A frequent speaker, instructor, advisor, and writer on credit risk and commercial banking topics and issues, Dev is principal of Devon Risk Advisory Group and engages in consulting, speaking and training on a wide range of risk, credit, and lending topics.

Duration : 60 Minutes

Price: \$200

Webinar Description

Get Practical Tips to Write Purposeful, reader-focused Emails and Respond to Them Effectively

Have you ever received those emails with endless and useless lists of recipients? Did you ever have to struggle to go through overlong, cryptic prose with the twisted logic of an email, only to realize later that the message sent to you doesn't concern you or your business? Did you have to suffer one of those bizarre or puzzling formatting, smileys or emoticons?

Well, there are problems in email communication - and they have led executives in concluding that staff email is sometimes used inappropriately - either as an excuse to avoid communication personally or as a weapon to assault readers, staying at a safe distance. For effective email writing, you have to start from the premise that email is writing, and it requires attention to the language standards, especially when it comes to the workplace.

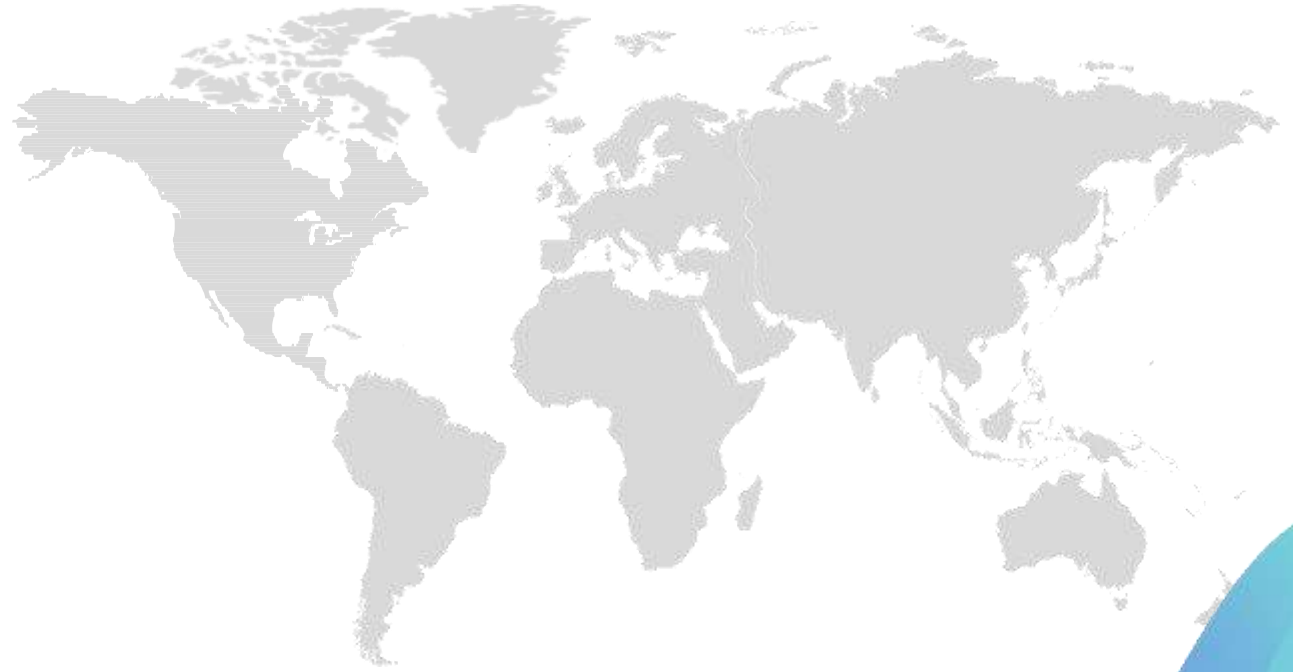


This webinar focuses on the biggest challenges faced by employees who have to saunter through hundreds of emails every day. the speaker gives you concrete suggestions on effective email writing and on how you can respond to them accurately. The session will then concentrate on the practical remedies to set incomplete, purposeless, insensitive and unorganized messages right, so that the emails become deferential, thorough, reader-focused and easily scanned. The session will discuss the steps to deal with an email. Lastly, the speaker will provide guidelines to manage the email system to check critical emails when there is a dire need for high-quality communication.



Who Should Attend ?

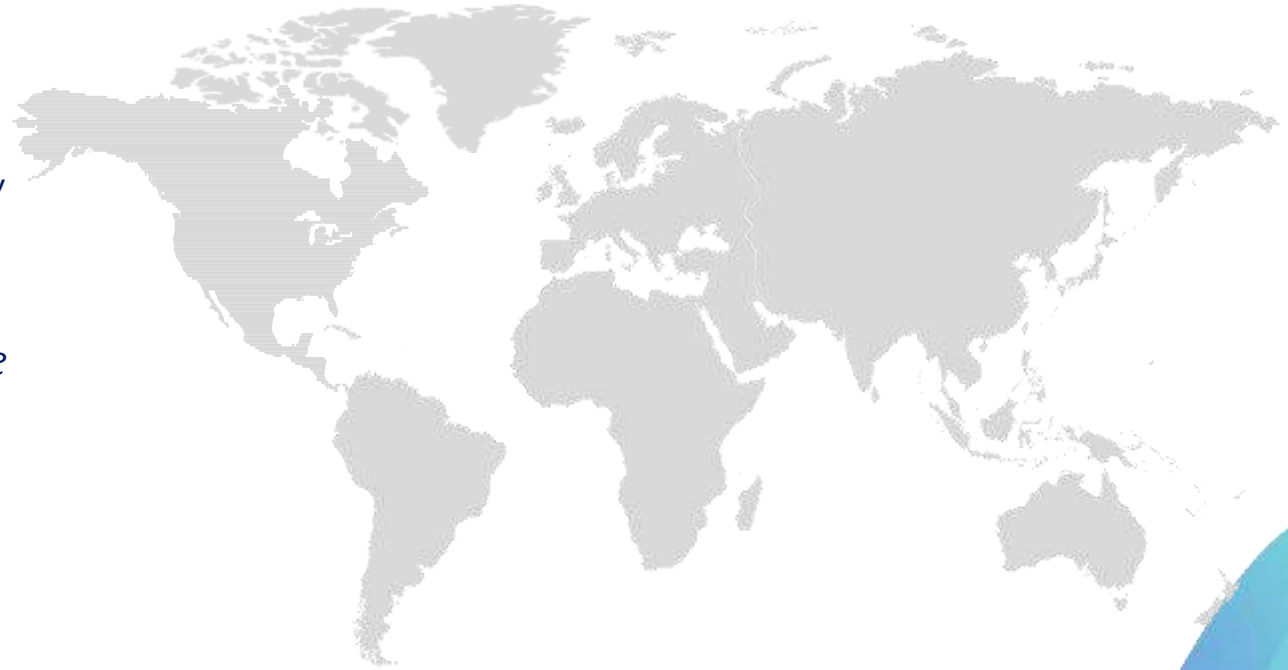
Anyone looking to take their email writing skills to the next level



Why Should You Attend ?

As we shift our communication channels from teleconferencing and face-to-face meetings, we rely more and more on the Internet and Intranet. That means many of your correspondents know you mainly by your e-mail traffic. As you drive along the information highway, there are rules of the road that help you get your message to others quickly, succinctly, and clearly.

Follow those rules and your thoughts arrive safely, disregard them and your messages are just more verbal wreckage along the road. This webinar will show what the rules are and how to use them to write effective e-mails.



To register please visit:

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