

Effective Workplace Writing



“Are your recruits/employees submitting writing that ultimately requires further time or action on your part?”

Length: 8-hours (One-on-one coaching also available)

Audience: All personnel with customization for recruit training settings

Since most jobs today require significant written communication—whether in the form of emails or reports or memos—effective writing is an essential skill. Unfortunately, writing with clarity and correctness doesn’t always come naturally. An agency loses time, energy, and money when reports or other types of correspondence have to be returned to the author for revision.

The Excelling through Effective Written Communication workshop addresses and develops the skills associated with effective workplace writing—from the organization of various types of correspondence to the mechanics of standard written English. The facilitator takes a practical approach to a difficult subject so that participants can concisely and clearly write relevant correspondence—and make the impression they desire. Workshop content targets correspondence frequently authored by participants.

Topics included within the workshop address the following objectives:

- Learn methods to write with
 - clarity and purpose
 - organization and unity
 - a central idea and position
 - appropriate formatting
- Support conclusions with evidence and detail
- Use appropriate sentence variety, word choice, and tone
- Review relevant grammar, usage, and mechanics tips and tools

One-one-one coaching, tailored for the individual learner, is also available.

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Let us challenge the way your employees think, and improve the way they perform...

Moser Training Solutions, LLC (MTS) is privileged to work with corporate and government leaders who want to improve employee and customer satisfaction, while enhancing both individual and team performance.

What we do:

- Provide professional and career development training
- Customize training to the client's needs
- Coaching (career advancement, study techniques and effective writing skills)
- Conduct individual and program assessment
- Provide law enforcement subject matter expertise
- Project management and consultation
- Prepare private industry for emerging threats

Train-the-Trainer

Instructor Development (and recertification)
Field Training Officer (FTO)
Police Training Officer (PTO)
Advanced Coaching (FTO/PTO)
Basic Recruit Academy Instructor

Professional Development

Building Outstanding Teams
Customer Service for Public Safety
Problem-Solving, Decision-Making
Resolving and Navigating Conflict
Facilitation Skills
Ethics, Stress and Negativity
Project Management

Leadership

Leader in Blue/Operational Readiness
Leaving a Legacy Through Leadership
Leading During Challenging Times
Leading and Influencing at all Levels
Performance Management for Supervisors

Career Advancement

Excelling Through Written Correspondence
Preparation for Career Related Interviews
Assessment Center Preparation
Improving Cognitive and Test Taking Skills
Resume Preparation
One-on-One Career Coaching
Individual Assessment and Compliance Issues

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