



Course Title: *Power Writing*

Course Description

Come to *Power Writing* and learn how to design power-packed documents that your readers will actually enjoy. In this interactive course we will discuss message, tone, stressing the positive, saying "no" gently--and doing a little more than you need to in order to get your message across.

Learning Objectives

- Define your purpose
- Target your reader
- Reduce writer's block
- Organize your memos or letters
- Eliminate "clutter"
- Use the active voice

Open To: All Employees

Competencies Addressed: Communicate Effectively, Interpersonal/Team Skills

Length of Class: Four Hours