



Professional Business Writing

“Be understood, get results”

Writing for Business Success

The universal business skill is definitely communication. Yet we often mess it up! The challenge with communication is that for many, effort is not made to improve communication skills. In this practical hands-on workshop, we will give participants numerous opportunities to enhance their business writing skills.

What will trainees learn?

- How to write effective and persuasive documents and emails
- How to write documents that get read, not filed under “G”
- How to avoid miscommunication that leads to conflict and under performance
- How personality and style make communication more challenging

How will this training benefit your company and employees?

This program will equip you with the practical skills necessary to significantly increase your facility performance. Written communication must be clear and precise to eliminate the possibility of misunderstandings. Your organization will realize the following benefits:

- Eliminating miscommunication errors and rework
- Minimizing frustration and underperformance due to conflict
- Improve customer service creating a better perception and good will
- Alignment throughout the company increasing engagement

Hours: 8, 16. Online or on-site training may be customized to meet your business needs.

ABOUT MARK MORALES



Through purposeful training and coaching sessions, Mark provides clients innovative leadership and management practices that can be applied directly to their organizations and personal growth missions. With over 15 years of IT Leadership, Project Management and Operations Management experience, he has witnessed how great leaders and cultures can cultivate highly productive and satisfied employees. To this end, Mark discovered life’s purpose: To assist leaders and organizations to reach their true potential.