



# Workplace Writing

Available in:

☒ English

☐ Videoconferencing

***“Good Writing Skills are a Must”***

## Basic Writing Skills for Continued Success

Having good writing skills can help people succeed in their careers, studies, as well as in social aspects of their lives. Good writing skills allow people to have clear communication with others, express ideas more clearly, provide foundation for further education and professional success.

### What will trainees learn?

- How to communicate in written English with improved skills in grammar, sentence structure, paragraphing and punctuation
- How to communicate with increased skills across a range of writing that includes different types of workplace communication
- How to write effective and persuasive letters and emails
- How personality makes communication more challenging

### How will this training benefit you, your company and employees?

This course improves skills in workplace writing and is designed for people from a wide range of occupations, as well as students. It begins with an introduction to basic writing skills, a revision of practical grammar, sentence structure, punctuation and spelling. It then progresses to paragraphs and full texts, exploring different kinds of writing, including different types of workplace communication.

You (and your organization) will realize the following benefits:

- Eliminating miscommunication errors and rework
- Minimizing frustration, conflict and underperformance due to miscommunication
- As you gain proficiency in writing your confidence in expressing yourself grows
- Good writing helps organize and process important and useful information

Hours: 8, 16, 24. 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 with innovative leadership and management practices and professional skills 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, employees, and organizations to reach their true potential.