



GOVERNMENT HOSTING LOCATIONS

BROWARD –

SEPTEMBER 1, 2009

9:00-4:00

**CITY OF
TAMARAC**

PALM BEACH –

SEPTEMBER 3, 2009

9:00-4:00

**CITY OF
BOCA RATON**

\$119

Per person

Register 3
and the
4th goes
FREE!

Writing with Reader Respect®

Is written communication becoming your most critical skill? Do you find yourself writing an email before picking up the phone? Is your PDA driving your communication mode? If you answered yes to any of these questions, chances are you are writing A LOT and your skills may need some polishing. Whether you are creating informal or formal written communications, Writing with Reader Respect® is guaranteed to help you write more effectively. Learn how to best organize your message and avoid the top five common errors made when writing. You will receive informative job aids and “cheat sheets” that will bring you value long after the class is over. Incorporating the Three Guiding Principles® in your communications will help you create respectful, effective communications.

SEMINAR BENEFITS

- Integrate the Three Guiding Principles® throughout formal and informal written communications
- Replace the top five mistakes in workplace writing with techniques that get results
- Use the R.I.T.E. process to generate effective written correspondence
- Increase email efficiency and effectiveness

HIGHLIGHTS

- A full day of interactive learning; six instructional hours
- Targeted for government employees at any level
- Participant workbook, job aid, and transfer of learning tool
- Real Florida government scenarios and challenges
- Pre and post assessment results
- Morning refreshments
- Limited seating for individualized feedback

**Over 3,200 government employees statewide
are applying skills from EdTrek programs!**

Register online at www.OwnYourWorld.net/seminars.html

Inquiries - (888) 406-9648

