

# Writing Training for Administrative Professionals

## Are You ...

- Annoyed by emails that don't get to the point?
- Concerned that managers spend too much time editing other people's writing?
- Frustrated by meetings that are unproductive and lack focus?
- Disappointed that evaluations don't yield useful information about your human resources?

The Professional Writing Group can help. We recognize that unclear writing creates confusion, reduces productivity, and affects your bottom line. We understand that disorganized meetings waste time and frustrate staff. We know that the modern workplace depends on clear communication.

The Professional Writing Group implements custom courses targeted to your organization's specific communication needs. Here are just a few examples of courses that have improved the quality of workplace communication for our clients.

### ***Effective Emails, Memos, and Letters***

- Reviews the acceptable formats for internal and external communications.
- Identifies principles of audience analysis and accommodation.
- Teaches effective ways for overcoming grammar issues.
- Demonstrates editing strategies for creating effective routine correspondence.

### ***Running an Effective Meeting***

- Discusses how to assess when a meeting is necessary.
- Covers how to plan and prepare agendas and tasks.
- Demonstrates how to maintain a meeting's focus and energy.
- Teaches how to maximize results through effective follow-up documents.

### ***Writing Human Resource Documents***

- Explains how to analyze the audiences and purposes of HR documents.
- Discusses how to negotiate the constraints of résumés, self-assessments, and 360° evaluations.
- Demonstrates strategies for writing accurate and constructive performance evaluations.
- Teaches practical language skills for accommodating HR documents for different audiences.



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