



Business Writing Skills: Getting Your Point Across With Power and Influence



Write sharp and work smart.

Writing—
—Advantage

FranklinCovey's *Business Writing Skills: Getting Your Point Across With Power and Influence* work session teaches how to set quality writing standards that help employees increase productivity, resolve issues, avoid errors, and heighten credibility. Participants learn a step-by-step process to create writing that cuts through the clutter. They learn how to write faster with more clarity, and gain skills for revising and fine-tuning every kind of document.

IN THIS LIVECLICKS WEBINAR WORKSHOP, YOU WILL LEARN HOW TO:

- ▶ Improve the results of your emails, memos, reports, proposals, updates, newsletters, manuals, and more.
- ▶ Learn a step-by-step process to create writing that cuts through the clutter.
- ▶ Learn how to write faster with more clarity, and gain skills for revising and fine-tuning every kind of document.
- ▶ Reduce the time spent crafting documents.

The work session comes with its own downloadable toolkit for use during and after the workshop.

Attendees experience the training right from their desk, eliminating travel costs and reducing your organization's carbon footprint while minimizing lost time away from the office.

	Reduce cost by reducing travel		Train more people for less
	Decrease time away from office		Reduce carbon footprint



COURSE OUTLINE

Core Competencies	Learn how to:
Develop Quality Writing Standards	<ul style="list-style-type: none"> Implement standards that underlie quality writing. Overcome challenges by applying them consistently.
Use an Effective Process and a Tool to Write Quality Documents	<ul style="list-style-type: none"> Process and use a tool to help you implement them.
Use the Document Planner	<ul style="list-style-type: none"> Use the Document Planner to quickly and easily make decisions about writing tasks.
Follow Drafting Guidelines	<ul style="list-style-type: none"> Separate the task of creating/writing and revising.
Revising Your Documents	<ul style="list-style-type: none"> Fix content, structure and logic. Fix sentences and paragraphs. Fix grammar, spelling and punctuation.

TRAINING AVAILABLE AS LIVE ONLINE OR ON DEMAND



LiveClicks webinar workshops put the high-quality instruction of FranklinCovey in-person training into convenient online workshops. LiveClicks webinar workshops are led by our certified instructors or yours and are presented live online. Engaging and interactive, LiveClicks webinar workshops offer compelling content and award-winning videos. Plus we can build custom webinars that meet your specific needs.

LiveClicks are available as: Open Enrollment, Client-Exclusive, and Client-Facilitated training.



Excelerators are self-paced online courses for individuals looking to increase business and leadership skills but can't be away from the office. Excelerators offer content-based instruction through videos, animation, interactive quizzes and assessments, and PDF toolkits, as well as other resources and tools.

Excelerators are approximately 60 minutes in length and can be used as part of a blended-training process or as stand-alone training.

For more information about FranklinCovey's online learning, contact your client partner or call 1-800-360-2926 to register for a workshop.