



Blended & eLearning Solutions

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Clear Business and E-mail Writing— Online Workshop

limited to 10
participants
per session
same time zone

1. Pre-work & Tailoring

- Participants complete questionnaire and submit writing sample
- Instructor tailors the course exercises based on pre-work

2. Webinar Training

- Participants attend two 90-minute webinars on consecutive days
- Webinar includes lecture, discussion, and workbook exercises

3. eLearning Drills & Testing

- Participants complete three 15-minute self-paced drill modules
- Each module includes a graded quiz for completion

4. Individual Coaching

- Participants attend an 20-minute online coaching session based on participant writing sample

Features and Benefits:

- **On-line workshop and coaching** delivers tailored instruction to participants
- **Self-paced & On-demand** works at the convenience of the learner, reduces learning times, and eliminates travel costs
- **Multimedia & interactivity** includes video, audio narration, learning games, job aids and templates that engage the learner through the training
- **Final Quiz** gives the user the opportunity to demonstrate comprehension and ensures completion (available in a report)
- **Reviewsletter** sent quarterly to participants

On-line Workshop Key Topics

- Planning your writing, considering categories of information and format for audience
- Freewriting your ideas naturally
- Revising and editing paragraphs, sentences, and words for organization, clarity, and conciseness
- Proofreading for perfection
- Master a process to become more efficient, effective, and confident in writing
- Target writing based on audience needs
- Create clear, organized, and concise e-mails and documents
- Make information quickly accessible and actionable to a busy audience

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