Core Competency Addressed in this Class:

**Leading People**
Use effective written communication skills including critiquing the writing of others.

Class Duration: One Day

Objective:
Strengthen your ability to write memos, letters, and reports covering a broad range of issues. Learn techniques to increase efficiency, apply different structures depending on your purpose, improve your editing, choose appropriate language for written rather than oral communication, and analyze your intended audience. We use writing samples for analysis and discussion.

Desired Learning Outcomes:
By the end of this class the participant will be able to:
1. Explain when and how to use various writing resources—dictionaries, thesauri, and style guides (both online and in paper)
2. Explain and apply some of the hints presented for holding a reader’s attention
3. Punctuate their writing appropriately in order to ensure clarity
4. Write persuasively

Instructor:
Dan Kramarz (MA, Northern Illinois University) is a project manager with the state of Wisconsin where he focuses on program development, evaluation, and process improvement initiatives. He has trained and coached hundreds of working professionals in government agencies, university settings, and the private sector on communication skills and decision making.