Course Title	Write It Well Book	Onsite	Webinar
Effective Email This workshop guides participants through a writing planning process, formatting essentials, and tips to avoid the most common tone, language and punctuation errors.	Effective Email	Half-day/20 people	Ninety minutes/25 people
Writing at Work (full day) This popular course has been updated to offer a streamlined writing planning process, modern formatting techniques, and the essential grammar and punctuation rules you need to know.	Writing at Work	One day/20 people	Two 90-minute webinars/20 people
Writing at Work (half day) This fast-moving workshop offers best practices for writing memos, meeting notes, reports, email, and other documents. It's a modern refresher for seasoned administrators and managers who want to sharpen their writing skills.	Writing at Work	Half-day/20 people	Ninety minutes/25 people
Grammar Fundamentals Business writers don't need to be grammar experts, but we do need to project a consistently professional image. Participants review key grammar and punctuation rules that are necessary to maintain credibility.	Essential Grammar	Two days/20 people	N/A
Developing Effective Reports and Proposals This course offers a writing planning process to develop your next report or proposal. We'll focus on organization, format, language, and mechanics.	Writing Reports and Proposals	One day/20 people	Two 90-minute webinars/20 people
Meeting and Facilitation Skills Running effective meetings requires excellent planning and facilitation skills. This workshop offers an easy-to-follow meeting planning process for onsite or online meetings and tips for engaging participants, managing dynamic topics, handling the unexpected, getting to agreement, and identifying action items and next steps.	Meetings!	One day/20 people	Two 90-minute webinars/20 people
Writing Performance Reviews the SMART Way Write It Well has designed this workshop to help people write objectives and reviews that meet the SMART criteria.	Writing Performance Reviews	Half-day/20 people	Ninety minutes/25 people
Developing and Delivering Effective Presentations This hands-on, small-group presentation skills course helps participants master the skills necessary to engage the audience and project confidence including gesture and movement, eye contact, pace, voice, and more. The course includes recording, practice, and one-on-one coaching from the instructor.	Developing and Delivering Effective Presentations	Two days/12 people	N/A

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Advanced Communication Designs, Inc.

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Write It Well

We're a firm of communication experts with almost 40 years of experience providing training and writing solutions to improve organizational productivity. Our clients include small and medium enterprises, government agencies as well as Fortune 500 companies.

Contact Us to Help Your Organization Achieve Your Goals

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