



Write It Well

Business writing that gets results.

www.writeitwell.com
(510) 655-6477

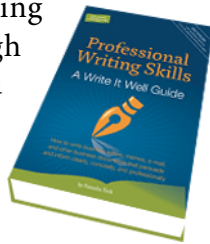
P. O. Box 13098
Oakland, CA 94661

Professional Writing Skills Facilitator Kit

How does it work?

Your trainer, manager, or facilitator delivers a live training program with the *Professional Writing Skills* workbook (shown on the left) and its separate leader's guide (shown on the right, and below).

The leader's guide includes color coding and text icons to lead you through the training. The guide carries you through the workbook's content and exercises, and provides a script to lead discussions.



What's included?

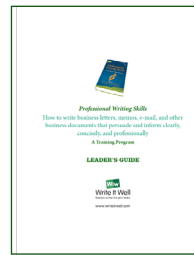
The costs cover *Professional Writing Skills* workbooks for each program participant, the leader's guide, companion PowerPoint slides, and shipping.

Can I customize the training?

Every organization, every department, and every person is different. You can customize the program to address the particular needs of your audience. You can also add your company's logo and adapt the slides with your own text.

What are the program's learning objectives?

Professional Writing Skills explains how to write business letters, e-mails, and other business documents that persuade and inform clearly, concisely, and professionally.



Who can lead the program?

You don't need to be an expert in writing or communications skills to lead a successful program. The leader's guide provides all the content and activities you'll need to conduct a successful *Professional Writing Skills* training.

What are the delivery options?

The setting can be a classroom, a small study group, or individual coaching. You choose the delivery option best suited to your organization's needs, and the leader's guide will carry you through your training.

Write It Well is a training, consulting, and publishing firm that helps busy professionals improve all aspects of their business writing. We can customize all our training programs for on-site, online, or e-learning delivery.

Still have questions? We'll be happy to send you a copy of the *Professional Writing Skills* workbook. For more information, call us at (510) 655-6477, or send e-mail to natashaterk@writeitwell.com.



Sample pages from the leader's guide. [Click here](#) for an extended excerpt!