



Write It Well

Business writing that gets results.

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Effective E-Mail Facilitator Kit

How does it work?

Your trainer, manager, or facilitator delivers a live training program with the *E-Mail: A Write It Well Guide* 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 workbooks for each program participant, the leader's guide, companion PowerPoint slides, and shipping.

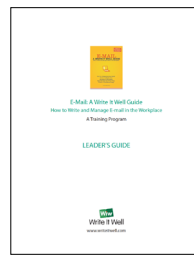
Can I customize the training?

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

with text from your own organization's e-mails.

What are the learning objectives?

E-Mail: A Write It Well Guide explains how to establish e-mail guidelines for your group, business unit, or enterprise. Participants will leave the training with skills they can apply right away to write more effective messages.



Who can lead the program?

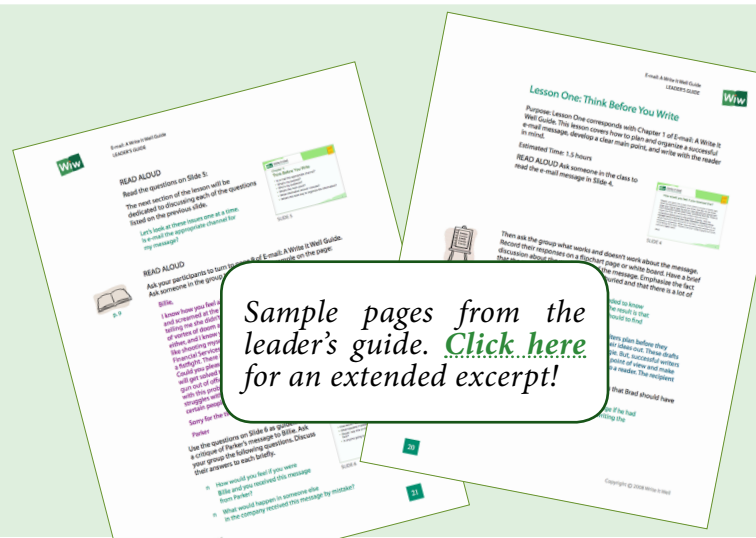
You don't need to be an expert in writing or communications skills to lead a successful program. The leader's guide provides all the content and activities you'll need to conduct a successful training.

What are the delivery options?

The setting can be a classroom, a small study group, or individual coaching. You choose the option best suited to your organization's needs, and the leader's guide carries 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 *E-Mail: A Write It Well Guide*. For more information, call us at (510) 655-6477 or send an e-mail to natashaterk@writeitwell.com.



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