

LEADERSHIP & MANAGEMENT

QNET presents:

Write It Right 1: High Performance Business Writing

Tuesday, September 17, 2013 – 8:15 a.m. to 4:15 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

This fast-paced interactive one-day course will help you to use language well when you write, so that your letters, emails and reports achieve the right response from your readers.

You will learn how to:

- Use language that conveys a positive and definite impression of you and your organization.
- Structure your sentences and paragraphs coherently, so that every message you write has a logical flow.
- Identify and focus on the information your reader *must have* to fully understand your message and respond appropriately.
- Omit irrelevant details and remove expressions that make your communications ponderous and wordy.
- Use punctuation appropriately.
- Write abbreviations, acronyms and numbers correctly.
- Apply relevant “grammar rules” and understand how some of the traditional rules have changed in today’s business writing.

You will have opportunities to apply the techniques you learn and receive feedback from the course facilitator. You will also be able to email a real-work document you write following the course, for further evaluation by the facilitator.

Facilitator: Ron Blicq has been teaching business and technical communication skills for over 30 years, initially with the Royal Air Force and more recently with Red River College, where he developed the unique “Writer’s Pyramid” for organizing letters and reports. He has authored five books on the subject, published by Prentice-Hall, and has scripted six educational video programs. He presents workshops throughout North America and in Europe.

This workshop is:

- An optional course in the 70 credit hour QNET Certificate in Management Development (CMD)
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education

This session is presented by QNET in partnership with APICS Winnipeg Chapter and Industry Workforce Development, Manitoba Entrepreneurship Training & Trade

REGISTER NOW - Fax this form to 204.949.4990 or register online at www.qnet.ca

Fee: (includes a light lunch) \$329.00 + GST for Members of: QNET APICS \$399.00 + GST for Non-Members

Name _____ Title _____

Organization _____ City _____

Ph _____ Fax _____ Email _____

Payment method: VISA AMEX MasterCard Cheque Enclosed G.S.T. Reg# 899755334RT

Card # _____ Expiry _____

Cardholder name _____ Signature _____

Cancellations (by the attendee) must be received in writing no later than 6 business days prior to the session. After that time, the full registration fee will apply. Substitutions are accepted at any time. Invoices will be sent for non-attendance. All funds are charged in Canadian dollars. If the session is cancelled / postponed by QNET and you have already paid for the session, you will receive a credit by email – you can apply this to your credit card or request a refund cheque. QNET is a Scent-Free Zone: Due to the chemical sensitivity of some of our clients, we ask that you refrain from wearing perfume, sprays or cologne at the QNET Office.



QNET
Suite 660, 175 Hargrave Street
Winnipeg, MB, R3C 3R8
Phone: (204) 949-4999
Fax: (204) 949-4990
mail@qnet.ca
www.qnet.ca