

# LEADERSHIP & MANAGEMENT

QNET presents:

## Write It Right 2: Advanced Writing Strategies

Thursday, December 5, 2013 – 8:15 a.m. to 4:15 p.m.

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

This new QNET workshop has been designed specifically for business managers and professionals who have to plan and write comprehensive reports, proposals, analyses, feasibility studies, and similar documents. You will be introduced to a proven organizing tool that will consistently enable you to present information in a clear, logical manner that will capture and hold readers' attention.

### You will also learn how to:

- Use a unique planning template created for each kind of document.
- Draw readers' attention to key information.
- Distinguish between essential and unessential information.
- Adapt to recent changes in business writing practices.
- Pose questions that evoke accurate responses.
- Plan and write documents specifically allied to your requirements, such as employee performance evaluations and observations, news releases, research papers and summaries of informal meetings.
- Proofread and edit your own and other writers' work.

The instruction will be combined with practical exercises to assure complete understanding of the techniques.

This new workshop takes the ideas presented in QNET's *Write it Right 1: High Performance Business Writing* workshop to the next level. However, prior attendance at *Write it Right 1* is not a pre-requisite for participation in *Write it Right 2*.

**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](http://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 \_\_\_\_\_

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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.



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