QNET presents:

Email... Think Before You Hit Send
Wednesday, October 22, 2014 – 12:45 p.m. to 4:30 p.m.
Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

Email is the workhorse of communication within and between organizations. As well, in today's increasing e-business environment, more and more organizations are turning to an online form of communication with clients.

Yet, in spite of its importance, email is frequently dashed off with little thought given to clarity or to the needs of the reader. The result? The image of the writer and the organization are undermined. Avoid these email pitfalls. Learn the strategies that will give you an email reputation to be proud of!

This half day program focuses on...
• writing from your reader’s perspective
• using concise language and avoiding rambling
• putting the right information in the right place so the reader understands it and knows what to do with it
• being aware of the tone of your message
• formatting so the recipient has an easy read

Facilitator: Marie Antaya
Marie Antaya is the Director of Eclectic Communications – a highly recognized training and consulting company specializing in communication development. Marie has many years of experience as an educator in a variety of subjects including business communication. Using her combined experiences with clients in private, non-profit and public sectors, Marie delivers informative, practical workshops tailored to the audience's needs.

Fee:
• $179.00 + GST for Members of QNET and APICS
• $219.00 + GST for Non-Members

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

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