

Business Writing Basics



The Consulting Team
Facilitating Positive Change

The Consulting Team's Mission: Facilitating positive change by increasing effectiveness of leaders, teams, and organizations through consulting, coaching, conflict mediation, and training.

Dr. Marilyn Manning, CEO

Partial Client List

Over 100 California Cities,
Special Districts, and Public
Agencies
Arthur J. Gallagher Insurance
California State University
System
California Water Service
Contra Costa County
Kaiser Permanente
Meyer Sound
Minami Tamaki, LLP
Attorneys
National Speakers Association
Pacific Cheese Company
Police Officers Standardized
Training (POST)
San Mateo County Sheriff
State Compensation Insurance
Fund
Stanford University
State of California
Social Security Administration
Synthetic Genomics

Are your written communications clear, concise, and informative?
Do you know how to create and edit documents that get decisions
made and work completed?

In today's fast-paced, information-rich environment, it is important
to produce written documents that are quickly and easily read and
acted upon.

This workshop is designed to improve the effectiveness of your
letters, memos, reports, and emails that you send to your customers
and colleagues.

Participants will learn about:

- Developing practices to improve the efficiency and effectiveness of written communications
- Using different writing styles for different audiences and purposes
- Apply tips and formats for different messages
- Review basic grammar, punctuation, and sentence structure
- Increase confidence in their writing abilities

"The Consulting Team gave us valuable insight and reminded us that communication is critical to developing successful business relationships and maintaining employee morale. They provided us a forum for meaningful discussions and opportunities for our management team to openly share thoughts and honest, interactive communication."

- Richard Lange, Director of Information Technology, Monterey County

The Consulting Team, LLC

945 Mountain View Ave • Mountain View CA 94040

Phone: 650.965.3663 • Fax: 650.965.3668

M@TheConsultingTeam.com • www.TheConsultingTeam.com