



# Improving and Refining Your Business Writing Skills

**Discount Price: \$ 250\***

**SAVE over 30%**

Hours: **14 Hrs.**

List Price: **\$ 375**

Prerequisites: **None**

Course Number: **2000-109-ZZ-Z**

## Course Description:

Effective communication processes are essential to the success of every business. They are also critical to individual success. When surveyed, employers consistently rate communication skills at the top of the list of skills desired of their employees. The ability to convey information effectively, whether through the spoken or written word, is a valuable asset.

While all types of communication are important, the focus of this course is on assessing and improving your **written** communication skills. Participants will refine their writing skills and learn to adapt them to business situations. They will learn about the communication process and their role in it. And, they will study and apply the principles of business communications.

## Who Should Take This Course and Benefits:

If you want to advance yourself in your career, developing your interpersonal communication skills should be a top priority. With the workplace becoming more specialized and relying more on technology, the ability to clearly express oneself has never been more critical.

Research shows that employers look favorably upon individuals who possess the skill to effectively express their thoughts and ideas through the written word. The skills addressed and practiced in this program are designed to help you meet the ever-changing demands of the workplace, and position you for career advancement opportunities.

\* Not good with other discount offers, for registrations after June 12, TCW Reserves the right to reschedule classes that don't meet minimum enrollment requirements. Must register before June 29, 2009.

## The Computer Workshop

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Course Information