

## Participant Benefits

### Write Psychologically Effective Letters

Learn how to write for your reader using a conversational tone and persuasive message to get them to follow through with what you want.

### Eliminate Writing Errors

Learn the use of proper grammar to enhance the clarity and effectiveness of your correspondence and improve your credibility.

### Increase Readability of Correspondence

Avoid people emailing and calling you with more questions after receiving your correspondence by learning how to write with clarity to improve readability.

### Write Effectively in 40% Less Time

Learn how to write more effective emails, letters, memos, and reports in less time by making your point quickly, clearly, with fewer words while still getting your point across.

### Reduce Need for Re-work

Accelerate your personal efficiency by learning how to organize correspondence quickly and reduce the need for re-work.

### Write Under Pressure with Relative Ease

Enhance your work performance by learning techniques for organizing memos, letters and reports to make them quick to write.

### BONUS - Access to Web Version

Access to a comprehensive web-based program after the course to reinforce concepts learned and support your own specific writing needs.

## What participants say about

### Dynamic Writing

*"The Dynamic Writing course in its entirety is very interesting and helpful and has become my favourite course. It is my goal to practice the tools you have provided and master the craft of writing."*

*"Techniques that I found most interesting and helpful include the structure of a 'Quick No' letter. I also found of interest learning how to recognize and respond to a letter of complaint that may conceal a reasonable request, and how to reject a complaint."*

*"Although I found the whole Dynamic Writing course to be both useful and informative, constructing the core sentence, writing the outline, and collecting information on cue cards, will be the most helpful for my work. The information presented in Dynamic Writing will remain a great reference tool in my future writing endeavours."*

*"I loved this course for the vast information it provided me. I definitely will recommend this course to others. Thanks again!"*

*"Since taking Dynamic Writing, I've improved my report writing skills and the techniques I learned have saved me many hours. Dynamic Writing was a great course. I have taken many writing courses in university and none were as well tailored for business writing."*



**Clear Communication Consultants Ltd.**

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**(604) 632-4042**

**Unlocking Learner Potential**

**clear**consultants.com

The Dynamic Series

# Dynamic Writing

Workshop



Learn proven techniques for writing quickly and effectively

For more information or to register, please call:

**(604) 632-4042**

Workshop presented by:

**clear**consultants.com

## Course Outline

**Dynamic Writing** teaches participants to write clear, results-driven communications. The workshop focuses on business and technical correspondence, with participants learning how to write memos, emails, letters and documents in up to 40% less time. We'll also look at the importance of tone and learn how to foster goodwill and collaboration through writing.



**Dynamic Writing** is highly recommended to all staff, supervisors or managers who write emails, letters, memos, or planning documents.

The workshop includes:

- Short presentations
- Teamwork and individual instruction
- Optional marked assignment
- Access to Written Power, our online writing course
- Follow-up after completion

Additionally, all **Dynamic Writing** participants will receive a copy of Dr. McKeown's **Powerful Business Writing** and a 60-page workbook.

## Learning Objectives

**Dynamic Writing** teaches proven techniques for writing quickly and effectively. Participants who complete this workshop will be confident in their ability to:

Write quickly and correctly, using computer shortcuts where applicable

- Use proper grammar to write **clearly**
- **Spell** and **punctuate** correctly
- Write **psychologically effective** letters
- Organize email correspondence **quickly**
- Take **effective** notes at meetings
- Use a **positive tone** in communications in order to get good results
- Present written reports and minister notes **clearly**
- Get correspondence approved in less time and with **fewer rewrites**

Enquire about booking a **Dynamic Writing** group workshop tailored to your organization.



## The Dynamic Series

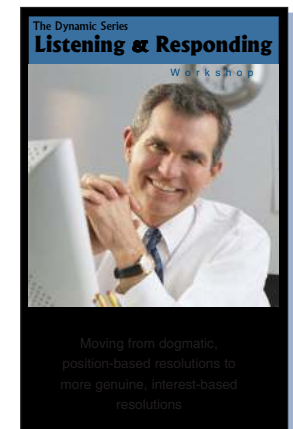
*Other workshops in The Dynamic Series include:*

**Winning Communication Skills** teaches participants a range of flexible, reliable communication skills they can use to work

successfully with a wide range of people. Our facilitators help each participant identify his or her individual personality type, and learn how to work with other types that pose particular challenges.



**Listening & Responding** teaches simple and effective techniques for removing listening blocks and responding to clients in a listener-friendly manner. Participants will learn how to improve communication skills by moving from dogmatic, position-based resolutions to more genuine, interest-based resolutions.



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