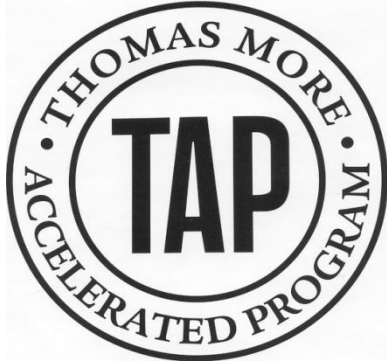


BUSINESS COMMUNICATION WORKSHOP



OBJECTIVE:

In today's world of text messages and cryptic e-mails, this workshop series is designed to increase employee awareness and understanding of the power of the written word in business.

Sponsored by:

Thomas More College TAP Program
- providing adult education in
Business and Health Care Management

When:

January 5, 2012
9:00 a.m. to 12:30 p.m.

Where:

Greater Cincinnati Health Council
2100 Sherman Ave., Suite 100
Cincinnati, OH 45212
([click here for directions](#))

Health Council Conference Center

Cost:

\$25.00/person

*Continental Breakfast
and Lunch provided

Registration:

[Click here to register](#)
or go to "Events" on
www.gchc.org



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CINCINNATI
HEALTH
COUNCIL**

Creating connections. Improving care.

These workshops serve as a great professional development opportunity for both new and veteran employees. While new employees might need to learn the basics of business writing and email etiquette, veteran employees often benefit from a refresher course.

Participants learn the following concepts:

- Business writing for internal and external audiences
- Formal versus informal writing—when, where, and why
- Delivering difficult messages and surviving—how to avoid the shoot-the-messenger syndrome
- The pros and cons of collaborative writing in the workplace
- Effective listening
- Email Etiquette; professional responsibility

This workshop series uses real-world examples, class participation, and small group work to provide a relevant, active learning experience. In addition, participants are introduced to online writing resources to enable further self-directed learning beyond the classroom.

Learning Objectives:

- Demonstrate and improve his/her writing skills for the workplace.
- Discuss the importance of writing in today's business world.
- Explain the difference between creative writing and business writing.
- Identify the different types of written communication used in business.
- Understanding listening as a critical element of all communication.
- Reinforce standard professional practices regarding email usage.
- Describe the importance of collaborative writing and demonstrate and improve collaborative writing.

For questions, contact:
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