



**Success Skills
Training Centre**

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High Performance Business Writing Course

When: February 1, 8, 15, 22, March 1, and 8, 2018 (Six Thursdays)

What Time: 5:30 p.m. to 8:30 p.m.

Cost: Only \$160 per person

Target Audience:

This course is for engineers, technologists, architects, people in health care, business people, administrators, in fact all who have to write in the course of their work, and want to write more effectively.

What does the course cover?

Techniques for writing business letters, e-mails, proposals and different kinds of reports, including reports of investigations, evaluations, feasibility studies, case studies and comparative analyses. The course includes numerous written exercises.

Outcome:

At the end of the course, you will be able to write more clearly, concisely and effectively.