

ADMINISTRATIVE PROFESSIONALS' DAY

In celebration of you, the San Francisco FEB invites you to a one-day workshop on Thursday, April 27 2017.



“Writing Your Way to Success: Communicating with Precision”

Date and Time

27 April 2017

9:00am - 4:00pm

Registration opens
at 8:15

Location

Federal Building
90 7th Street
Conference Room
B040
San Francisco

Fee

\$149 per person
which includes a
luncheon.

[Eventbrite
Registration](#)

Sign up today

Seating is limited.

You are Invited to Attend a One-Day Workshop!

Business writing is a standard requirement for all federal jobs, so it's critical to your success. Today, if you have a computer on your desk, you're expected to be a writer. Effective writing is a secret gateway to success. How are your skills? Do you volunteer for writing assignments or do you shy away from them? It's important that you're able to clearly and succinctly capture your thoughts and transition them into the written word.

Join us! Practice and improve your writing skills while reducing your writing anxiety. And get a great workbook for future reference.

“There is nothing to writing. All you do is sit down at a typewriter and bleed.” – Ernest Hemingway

At the workshop, you'll learn how to:

- ✚ Write with clarity focusing on your reader.
- ✚ Use simple steps to make any writing task easier.
- ✚ Practice editing through workshop exercises.

Topics:

- ✚ Getting Started and Overcoming Writer's Block
- ✚ Knowing the Do's and Don'ts for Clear Writing
- ✚ Complying with the Federal Public Law on Plain Writing
- ✚ Writing with Power Words
- ✚ Using Résumé Writing Tips
- ✚ Knowing E-mail Etiquette
- ✚ Proofreading Shortcuts

The Speaker:

Joan Wisnosky is the owner of Jae Limited, a professional development training company with over 30 years of experience solely supporting the Federal Government. Joan has written over 50 manuals and presented courses to thousands of federal employees. Prior to starting Jae Limited, she worked for FEMA where she assisted in nationwide disaster recovery efforts.

San Francisco Federal Executive Board

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