



April Training

## PLAIN WRITING CLINIC

23-24 APRIL 2018

**Overview:** If you are serious about simplifying your writing, saving time in doing it, and seeing results quickly, then this two-day intensive course is for you. It supports your agency's compliance with the Plain Writing Act of 2010. You're taught "plain language" writing that is clear, concise, well-organized, and follows other best practices appropriate to your subject and intended audience



[Click to see inside](#)

You'll become skilled in writing clearly and briefly while understanding your reader's needs. By writing documents in plain English, you'll save valuable time not having to clarify your meaning to your reader or your boss.

Practical exercises are conducted throughout the course. You'll review, critique and rewrite samples as well as prepare original documents.

**Objectives:** By the end of the course, you will be better able to write quality documents faster and with greater ease. Plus, you will ensure that your writing is "easy reading" for your reader.

- Topics:**
- + Write clear and complete purpose statements
  - + Develop mind-maps of your purpose and key points integrating them into an outline
  - + Create first drafts with ease by overcoming writer's block
  - + Prepare well-crafted paragraphs with main points and supporting material
  - + Write clear sentences using plain English and edit out "Bureaucratess"
  - + Prepare "on-target" emails based on common do's and don'ts



**Location:** Federal Building, 501 W. Ocean Blvd., Room 3470, Long Beach, CA

**Tuition:** \$299 for 3 or more registered - \$319 for individuals



[Registration Form](#) - or - **Course Details:** 301-948-7636 [joanw@jaelimited.com](mailto:joanw@jaelimited.com) [www.jaelimited.com](http://www.jaelimited.com)

### Agenda: 23 April

- 8:30 Introduction and the Plain Writing Law
- 8:45 Exercise - Diagnostic Writing Assignment
- 9:00 **Module 1 - Planning** - Your Purpose Statement
- 10:00 BREAK
- 10:15 **Module 2 - Organizing** - Analyze and Arrange Information
- 11:00 Exercise: Mindmapping and outlining
- 11:45 LUNCH
- 12:45 **Module 3 - Drafting** - Overcoming Writer's Block
- 1:15 Exercise: Developing a rough first draft
- 2:00 BREAK
- 2:15 **Module 4 - Editing** - Enhancing clarity
- 2:45 Exercise: Improving your draft
- 3:30 ADJOURN

### 24 April

- 8:30 Review
- 8:40 **Module 4 - Editing** (cont.)
  - Paragraphs
  - Sentences
  - Words
- 9:15 Exercise: Targeting paragraphs and building sentences
- 9:45 BREAK
- 10:00 Exercise: Eliminating wordiness and applying plain language
- 12:00 LUNCH
- 1:00 Exercise: Reviewing/rewriting samples
- 2:30 BREAK
- 2:45 **Module 5 - E-mailing and Texting Tips**
- 3:30 ADJOURN



Schedule  
GS-02F-0097N



**April Training**

## **BUILDING BETTER TEAMS: ENSURING TEAM EFFECTIVENESS 25 APRIL 2018**

**Overview:** Teams have become a principal building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the central methodology of most organizations.



[Click to see inside](#)

With teams at the core of business strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated? Do you work well together? Do you know of any mixed agendas, poor communication episodes, or even personality conflicts? Though extensive exercises, you'll be able to practice your skills and overcome obstacles.

**Who Should Attend?** Those interested in sharpening interpersonal communication skills and those wishing to use team power to successfully catapult an organization's success.

**Objectives:** By the end of the course, you'll be able to use proven ideas for developing your team, identify your team player "style" and use it effectively with your team and know what it takes to ensure a team's success by working with others' behavioral styles.

- Topics:**
- ✚ Recognize the stages of team development
  - ✚ Review a sample Team Contract for future use
  - ✚ Build a climate of trust and understand degrees of support
  - ✚ Use tips to become a better team player and listener
  - ✚ Deal with conflict resolution



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**Agenda: 25 April**

**GSA Schedule**  
GS-02F-0097N

- 8:30 Course Overview and Introductions
- 8:40 Section 1: **Defining Teams and Establishing Norms**
- 9:00 Section 2: **The Stages of Team Development**
- 9:40 BREAK
- 10:00 Section 3: **Exercise - Identify your Style as a Team Player**
- 10:45 Section 4: **Parker's Team Characteristics**
- 11:00 Section 5: **Communication**
- 11:30 LUNCH
- 12:30 Section 6: **Conflict Resolution and Exercise**
- 1:30 Section 7: **Providing Effective Feedback**
- 1:45 Section 8: **Working as a Team and Building Trust**
- 2:00 BREAK
- 2:15 Section 9: **Your Team Member Type Exercise**
- 2:00 Section 10: **Exercise: Case Study**
- 3:15 **Your Personal Coaching Plan**
- 3:30 ADJOURN





April Training

## EXPERT PRESENTATION SKILLS

26 APRIL 2018

**Overview:** If your job requires you to present or if you want to gain important visibility, this is a one-day course you can't miss. Since most of us have difficulty putting our thoughts into words, this course provides simple ways to improve your speaking style and delivery. Since superior presentation skills are crucial to personal/professional growth, you'll learn how to prepare material easily and communicate more effectively just as the experts do.



[Click to see inside](#)

Since the expression: *"Practice makes Perfect"* doesn't hold true in public speaking - it's important to know the basics of what works and what doesn't work. The expression is actually: *"Practice makes Permanent."* And who can afford to solidify bad speaking habits?

The manual is designed to help you get long-term results. It includes valuable tips and checklists with the latest information to equip you with the tools to present highly professional, effective briefings.

**Who Should Attend?** Those interested in learning about public speaking as well as those more seasoned speakers who want to stay abreast of the latest information in the highly visible field of public speaking.



**Objective:** By the end of the course, you'll understand the dynamics of expert public speaking.

- Topics:**
- ✚ Uncover the myths in public speaking
  - ✚ Review the tips to overcome nervousness
  - ✚ Understand the components of an audience analysis
  - ✚ Understand what it takes to present like a pro
  - ✚ Review proven techniques that work
  - ✚ Understand style and how to use it

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### Agenda: 26 April

- 8:30 Course Introduction - The Myths of Public Speaking
- 8:45 Getting Started - Presentations Give You Visibility
- 9:00 Overcoming Nervousness
- 9:30 Exercise - What's the Worst that Could Happen?
- 9:45 BREAK
- 10:00 The Pros and Cons of Five Types of Presentations
- 10:30 What is Style, and Where Can I Get It?
- 11:00 Vocal Variations
- 11:30 LUNCH
- 12:30 Understanding Nonverbal Communications
- 1:00 Tips to Improve Your Presentation
- 1:45 Those Incredible Props – What Works and What Doesn't
- 2:00 BREAK
- 2:15 Sharpen Your Appearance
- 2:30 Handling Questions and Answers like a Pro
- 3:15 Personal Coaching Plan of Action
- 3:30 ADJOURN

