



**TRAINING SPONSORED BY:
SAN FRANCISCO BAY AREA FEDERAL EXECUTIVE BOARD**

San Francisco Federal Building
90 7th St. Ste. 18-300
San Francisco, CA 94103
(415) 625-2461 | www.sffeb.us

Plain Writing Clinic September 5-6, 2017 8:30AM – 3:30PM

Joan Wisnosky

Trainer, GSA Contractor, and Author



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. 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 easily overcoming writer's block
- Prepare well-crafted paragraphs with main points and supporting material
- Write clear sentences using plain English and edit out "Bureaucratese"
- Prepare "on-target" emails based on common do's and don'ts

Course Chapters:

1. Planning - Your Purpose Statement
2. Organizing - Analyze and Arrange Info.
3. Overcoming Writer's Block
4. Editing – Enhancing Clarity
5. E-mailing and Texting Tips

Location:

Federal Building
90 7th Street, Ground Level B-020
San Francisco – Civic Center BART

Tuition:

\$299 for 3 or more registered
\$319 for individuals

Registration and Inquiries:

[Registration Form](#)

301.948.7636 - or- joanw@jaelimited.com
www.jaelimited.com



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Beyond Time Management September 7, 2017 8:30AM – 3:30PM

Joan Wisnosky

Trainer, GSA Contractor, and Certified Coach



Overview: Would you like to have extra time each day to take care of business? Or would you to overcome the vicious stress cycle that comes from being time-starved? By using the countless tips, techniques and common sense advice from this course, you'll be more productive and able to free up your schedule. It all boils down to using your time more effectively. You must know how to achieve a balance between what you're doing and what you should be doing. Once you've mastered that, you're on your way to getting more done.

And finally, you'll learn how to set priorities, devise "to do" lists and reduce stress simply by doing what the experts do in effective time management.

Objectives:

By the end of the course, you will be able to analyze how you currently use your time by identifying time wasters, set goals and priorities to better use your time and apply time-saving tips.

Topics:

- Analyze your typical time wasters
- Prioritize your daily activities
- Determine career and personal goals and work toward achieving them
- Understand stress and learn how to manage it
- Communicate effectively in less time (orally and in writing)
- Run highly effective meetings
- Handle interruptions with the utmost diplomacy
- Organize yourself using 15 different tips
- Deal effectively with procrastination
- Understand the "Can't Say No" syndrome and create boundaries
- De-clutter your home and your life!

Sample Course Sections:

- De-Bunking Myths about Time Management
- Your Time Wasters Exercise
- Setting Your Priorities
- Is Your Life in Balance Exercise
- Managing Crises and Planning for Them
- Values and Innovative Goal Setting Exercise
- Tips if You are Suffering from Overload
- Value of Creating Rituals and Defining Yours
- Valuable Communication Tips for Listening, Writing, and Speaking
- Creating a Personal Coaching Plan of Action

Location:

Federal Building
90 7th Street, Ground Level B-020
San Francisco – Civic Center BART

Tuition:

\$179 for 3 or more registered
\$199 for individuals

Registration and Inquiries:

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**BUILDING BETTER TEAMS:
ENSURING TEAM EFFECTIVENESS
September 8, 2017 8:30AM – 3:30PM**

Joan Wisnosky

Trainer, GSA Schedule Contractor, and Certified Coach

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



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.

Topics:

- Know what it takes to ensure a team's success by working with others' behavioral styles.
- 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

Location:

Federal Building
90 7th Street, Conference Room, Ground Level
San Francisco – Civic Center BART

Course Chapters:

1. Defining Teams and Establishing Norms
2. The Stages of Team Development
3. Exercise - Identify your Team Player Style
4. Parker's Team Characteristics
5. Communication
6. Conflict Resolution and Exercise
7. Providing Effective Feedback
8. Working as a Team and Building Trust
9. Your Team Member Type Exercise
10. Case Study Exercise

Tuition:

\$179 for 3 or more registered
\$199 for individuals

Registration and Inquiries:

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