



WRITE 2 THE POINT!

25-26 SEPTEMBER 2017

Overview: More energy is wasted on worthless writing - in both creating and reviewing it - than just about any other business activity. Fortunately, good writing can be easy with this course which lays the foundation for writing more precise and direct correspondence, documents, reports, etc. The theme of this two-day course is how to make your written communications straight-forward, credible and easily understood.



[Click to see inside](#)

Stressing conciseness, clarity and good organization in correspondence, this course is lively, informative and practices what it preaches. The manual is a useful guide of key points and rules that makes correct structure easy and painless.

Who Should Attend? Those who want to become more articulate, effective and powerful communicators or those responsible for reviewing/editing other's work.

Objective: By the end of the course, you'll be able to write more effectively in less time and effort by applying the step-by-step process for writing. You'll become a better writer and editor.

- Topics:**
- ✚ Use Standard English in written and oral communications
 - ✚ Use the correct form of verbs and "tricky" pronouns
 - ✚ Overcome "poor writing" tendencies
 - ✚ Determine your goal in writing
 - ✚ Organize your thoughts and overcome writer's block
 - ✚ Revise your material and develop on-target paragraphs
 - ✚ Write "easy-to-understand," organized documents with preferred words
 - ✚ Critique and edit the work of others
 - ✚ Become an independent writer



Location: Federal Building, 501 W. Ocean Blvd., Room 3400, Long Beach, CA

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



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

Agenda: 25 September

26 September



- 8:30 Traits of good vs. poor writing
- 8:45 Exercise - Diagnostic Writing Assignment
- 9:00 CH 1 - **Your Purpose Statement**
- 10:00 BREAK
- 10:15 CH 1 - Exercise – Critique Purpose Statements
- 11:00 CH 2 - **Researching and Outlining**
- 11:45 LUNCH
- 12:45 CH 2 - Exercise - Mind Mapping and Outlining
- 1:15 CH 3 - **Overcoming Writer's Block**
- 2:00 BREAK
- 2:15 CH 3 - Exercise - Writing Your First Draft
- 3:30 ADJOURN

- 8:30 Review
- 8:40 CH 4 - **Revising and Refining the First Draft**
- 9:15 CH 4 - Exercise - Revise Your First Draft
- 10:15 BREAK
- 10:30 CH 5 - **Paragraphs**
- 11:15 CH 5 - Exercise - Paragraph Development
- 11:30 LUNCH
- 12:30 CH 6 – **Sentence Variation and Structure**
- 1:30 CH 6 - Exercise – Eliminating Wordiness
- 2:00 BREAK
- 2:15 CH 7 - **Word Choice and Final Editing**
- 2:45 CH 7 - Exercise – Writing Clearly and Improving Readability
- 3:30 ADJOURN



NEW BUILDING BETTER TEAMS

27 SEPTEMBER 2017

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

With teams at the core of business strategy, your success as an organization often depends on how well you and 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 mixed agendas, poor communication, or even personality conflicts? Though extensive exercises, you'll 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:**
- ✚ Learn about stages of team development and types of teams
 - ✚ Build a climate of trust and understand degrees of support
 - ✚ Use the sample Team Contract
 - ✚ Become a better listener and team player
 - ✚ Deal with conflict resolution



Location: Federal Building, 501 W. Ocean Blvd., Room 3400, Long Beach, CA

Tuition: \$179 for 3 or more registered - \$199 for individuals.



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Agenda:



Schedule
GS-02F-0097N



- 8:30 Course Overview and Introductions
- 8:40 Section 1: **Defining Teams**
- 8:50 Section 2: **Establishing Team Norms**
- 9:15 Section 3: **The Stages of Team Development**
- 9:45 BREAK
- 10:00 Section 4: **Exercise - Identify your Style as a Team Player**
- 10:30 Section 5: **Parker's Team Characteristics**
- 11:00 Section 6: **Communication**
- 11:30 LUNCH
- 12:30 Section 7: **Conflict Resolution and Exercise**
- 1:15 Section 8: **Providing Effective Feedback**
- 1:30 Section 9: **Working as a Team**
- 1:45 BREAK
- 2:00 Section 10: **Your Team Member Type Exercise**
Exercise: Case Study
- 2:45 Section 11: **Building Team Trust**
- 3:00 Section 12: **Becoming a Good Team Player Exercise**
- 3:15 **Your Personal Coaching Plan**
- 3:30 ADJOURN



RÉSUMÉ WRITING AND INTERVIEWING SKILLS

28 SEPTEMBER 2017

Overview: Due to work force reductions and funding cuts, fewer and fewer government and private sector positions are being vacated and filled. This has resulted in dramatically increased competition for career opportunities.

Your résumé is of critical interest to qualification panels and selecting officials, and thus it's critically important to your career. A professional résumé can help you get an interview. You need to present your best qualities and accomplishments in writing to achieve your goal. Résumés are the selecting officials' most important source of information on you. Often a supervisor's first impression of you is developed through a résumé review.

This one-day course helps you write a clear, concise and comprehensive résumé that conveys your qualifications with maximum effectiveness. And it shows you how to prepare for a top-notch interview by using proven guidelines. You'll receive a 50-page reference manual with valuable tips, checklists and log entry space to track your progress.

Who Should Attend? Anyone competing for vacancies in the Federal or private sectors.

Objectives: By the end of the course, you'll be able to:

- ✚ Organize your qualifications and capabilities to effectively depict your best professional image and then write a clear, concise and comprehensive résumé maximizing your competitiveness.
- ✚ Know how to have a sensational interview by knowing what works and what doesn't.

- Topics:**
- ✚ Organize your capabilities to depict your best professional posture
 - ✚ Create rapport and understand interpersonal communication skills
 - ✚ Find your strengths through coaching exercises
 - ✚ Handle the most common interview questions
 - ✚ Be aware of nonverbal communications both yours and the interviewers'

Students have said: "This will help me to win my optimal/dream job..." -S.M., DHS, Washington, DC [more](#)

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AGENDA

- 8:30 Today's résumé
- 8:40 Paper tips and printing standards
- 8:50 Résumé elements
- 9:00 Do's and don'ts of résumés - a checklist
- 9:15 Pros & cons of three résumé types
- 9:45 BREAK
- 10:00 Sample skills for résumés
- 10:15 Sample action words
- 10:30 Computer scanned résumé tips
- 10:45 Résumé writing guidelines and coaching exercises
- 12:00 LUNCH
- 1:00 The wisdom of the interview
- 1:15 The Pre-Interview Phase
 - Research questions to get you started
 - Overcoming interview nervousness
 - Dress for success
- 1:45 The Interview Phase
 - Non-verbal communications & rapport building
 - Questions You are Likely to be asked
 - Do's and Don'ts when interviewing
 - Translate your strengths into their benefits
 - Typical interview questions
 - Behavioral interview questions
- 2:15 BREAK
- 2:30 The Interview Phase (cont.)
 - The most common questions analyzed
 - Support your answers
 - Your questions
 - Strategies for the super candidate
- 3:10 The Post-Interview Phase
 - Tips for the thank-you letter
- 3:25 Summary
- 3:30 ADJOURN