



# FEDERAL EXECUTIVE BOARD OF METROPOLITAN NORTHERN NEW JERSEY

is announcing professional development training

## WRITE 2 THE POINT!

3-4 OCTOBER 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 with less effort by applying a step-by-step process for effective 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:** HUD Conference Room, 13<sup>th</sup> Fl., One Newark Center, Newark, NJ

**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: 3 October

### 4 October

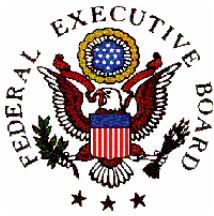


Schedule

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- 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



# FEDERAL EXECUTIVE BOARD OF METROPOLITAN NORTHERN NEW JERSEY

## BUILDING BETTER TEAMS: ENSURING TEAM EFFECTIVENESS

5 OCTOBER 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



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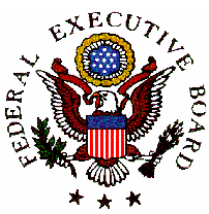
### Agenda:

- 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



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





## FEDERAL EXECUTIVE BOARD OF METROPOLITAN NORTHERN NEW JERSEY

### EXPERT PRESENTATION SKILLS

**6 OCTOBER 2017**

**Overview:** If your job requires you to brief or if you want to gain high visibility, this is a one-day course you can't miss. Since most of us have difficulty putting our thoughts into words, this course will give you the simple tips to improve your speaking style and presentation delivery. Since great presentation skills are crucial to personal/ professional growth, you'll learn how to prepare material and communicate 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 tips and checklists with the very latest information and tools necessary for you 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:

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- 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

