



September Training

is announcing four professional development courses to be held in Long Beach

24-25 September 2018

WRITE 2 THE POINT!

Overview: If you want to be a better writer or if you edit other's work, this course is for you. 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 easier with this course which lays the foundation for writing more precise and direct documents. The theme is how to make your writing straight-forward, credible and easily understood.

Stressing conciseness, clarity and organization, this two-day course is highly informative. The manual is filled with key points and rules that makes correct structure easier and painless.

Objectives: You'll be able to write more effectively with less effort by learning and practicing simple steps for effective writing. You'll become a better writer and editor.

- Topics:**
- ✚ 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" 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

Tuition: \$319 for 3 or more registered - \$339 for individuals.



Registration or Course Details: Joan Wisnosky joanw@jaelimited.com 301-948-7636
Jae Limited, PO Box 59909, Potomac, MD 20859

Agenda: 24 September

25 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








26 September 2018

MASTERING THE ART OF BUSINESS COMMUNICATIONS

Overview: Are you looking for new ways to communicate with your co-workers and employees, increase your productivity and advance your career? Are you communicating to make the right visual, vocal and verbal impact? This one-day course is filled with information to become a better communicator. Nothing can be achieved without the combined cooperation, commitment and action of people. That's why your interpersonal skills are so critical to your own effectiveness and performance boosting your productivity and promotability.

The course covers developing communication skills that will help foster collaborative relationships at work. This includes positively influencing others and developing skills to become flexible in your actions, thoughts and feelings to better handle any situation. Become knowledgeable on the keys in communicating and handling situations with greater flexibility, confidence and professional presence.

Objective: You'll be able to use interpersonal communication strategies at work and home.

- Topics:**
-  Increase the power of your words
 -  Persuade others to get what you want
 -  Listen actively to your advantage
 -  Understand and use the power of body language and build rapport
 -  Know how to present your way to success



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

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



Registration or Course Details: Joan Wisnosky joanw@jaelimited.com 301-948-7636
Jae Limited, PO Box 59909, Potomac, MD 20859

Agenda: 26 September

- 8:30 The Need for Effective Communications
- 8:50 Communication: Mishaps and Masterpieces
- 9:30 BREAK
- 9:45 Steps for Effective Listening
- 10:30 Nonverbal Communications and Building Rapport
- 11:30 LUNCH
- 12:30 The Power of Persuasion
- 1:00 Giving Clear Instructions: How to You Rate?
- 1:30 Giving and Receiving Feedback
- 2:00 BREAK
- 2:15 Communication Styles of Men vs. Women
- 3:00 Powerful Presentations Made Easy
- 3:30 ADJOURN



Schedule
GS-02F-0097N

27 September 2018

BEYOND TIME MANAGEMENT

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



The course is for anyone who would like to set goals and manage time more effectively while achieving more with less stress.

Objectives: You'll be able to analyze how you currently use your time by identifying time wasters and set priorities while applying time-saving tips.

- Topics:**
- ✚ Analyze your typical time wasters both external and self-generated
 - ✚ Prioritize your daily activities
 - ✚ Determine career or personal goals then plan toward achieving them
 - ✚ Communicate more effectively in less time (orally and in writing)
 - ✚ Handle interruptions with the utmost diplomacy
 - ✚ Organize yourself by using 15 different tips
 - ✚ Understand stress and learn ways to manage it
 - ✚ Deal effectively with procrastination
 - ✚ Run highly effective meetings
 - ✚ De-clutter your home and your life!



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



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Agenda: 27 September



8:30	Time Management – What It Is and Isn't	11:45	LUNCH
	De-bunking the Myths	12:45	Handle Interruptions with Diplomacy
8:40	Causes of Wasted Time	1:15	The Art of Delegation at Home and at Work
8:50	Self-Analysis Questionnaire	1:30	BREAK
9:00	Time Wasters Exercise - Determine Your Demons	1:45	Deal with Procrastination
9:15	Set Your Priorities and Use the Priority Matrix	2:10	Tips & a Checklist to Run Effective Meetings
9:45	BREAK	2:30	Value of Rituals & Define Your Rituals Exercise
10:00	Your To-Do List and the Daily Time Log	2:45	<u>De-Clutter Your Home and Your Life</u>
10:15	Know How to Manage a Crisis	3:00	Valuable Communication Tips for: Listening, Business Writing and Public Speaking
10:45	<u>Understand Stress - Is Your Life in Balance?</u>	3:20	Final Tips to Stay Organized!
11:15	Values and Innovative Goal Setting Exercise	3:30	ADJOURN
11:30	Suffer from Info Overload? - E-Mail & Texting Tips		



CREATIVE THINKING AND INNOVATION

Overview: Have you ever felt that you were missing something when thinking a problem through? This half-day session will help you capitalize on your strengths and improve your decisions by creating new ideas yourself.



Creativity can become “a way of life.”

This session will heighten your ability to remove any mental blocks, spark your curiosity and harness your natural talents while keeping a positive mindset.

And you'll have a 21 page manual with resources, checklists and coaching exercises to continue fostering your own creative ideas.

Objectives: You'll become familiar with different thinking styles and expand yours through exercises.

- Topics:**
- ✦ Understand the difference between critical and creative thinking
 - ✦ Recognize the core behaviors for creativity
 - ✦ Tap into your personal creativity
 - ✦ Practice creativity through exercises

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

Tuition: \$79 for 3 or more registered - \$99 for individuals.



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 Creative Thinking
 Relax to Become Creative
 Brain Wave Patterns Impact Your Creative Mind
 Your Creativity and Stress
 Creativity Can Be Developed
 Preparation
 Look for the Possibilities
 Tips on How to Stimulate Your Creativity
 Contemplation
 Inspiration
 Innovation
 Innovation Steps
 Does Creativity End with Idea Implementation?
 Creativity Exercises

APPENDIX

Learning from Your Risks
 27 Tips to Boost Your Creative Thinking Skills
 “Logical” vs. Creative Problem Solving
 Enriching Ideas
 20 Questions to Encourage Ideas
 Fostering a Creative Culture
 The Golden Rules of Creativity and Innovation
 Innovation Audit
 The Here-to-There Innovation Strategy

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Agenda: 28 September

- 8:30 Understand Critical vs. Creative Thinking
- 8:45 Program Creative Thinking using Your Brain Wave Patterns
- 9:00 Is Stress Limiting Your Creativity?
- 9:45 BREAK
- 10:00 Develop Your Creativity using the Four-Step Process
- 10:15 Uncover Your Core Strengths
- 11:00 Learn Ideas to Stimulate Your Creativity
- 12:30 ADJOURN



Schedule
GS-02F-0097N

