

# Greater Los Angeles



April Training

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

## PLAIN WRITING CLINIC

22-23 APRIL 2019

**Overview:** If you are serious about simplifying your writing, saving time in doing it, and seeing results quickly, then this intensive two-day 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 best practices for the subject and reader.



[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 for 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'll 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 "Bureaucratese"
  - ✚ Prepare "on-target" emails based on must know do's and don'ts



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

**Tuition:** \$335 for 3 or more registered - \$349 for individuals



**Registration** or **Course Details:** Joan Wisnosky [joanw@jaelimited.com](mailto:joanw@jaelimited.com) 301-948-7636

Jae Limited, PO Box 59909, Potomac, MD 20859 [www.jaelimited.com](http://www.jaelimited.com)

### Agenda: 22 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 & Arrange Data
- 11:00 Exercise: Mind mapping 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

### 23 April

- 8:30 **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



## EXPERT PRESENTATION SKILLS

24 APRIL 2019



**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.





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 speaking publicly as well as 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:**
-  Review tips to overcome nervousness
  -  Understand the components of an audience analysis and why it matters
  -  Understand what it takes to present like a pro
  -  Understand style and how to use it

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

**Tuition:** \$189 for 3 or more registered - \$199 for individuals



**Registration** or **Course Details:** Joan Wisnosky [joanw@jaelimited.com](mailto:joanw@jaelimited.com) 301-948-7636

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### Agenda: 24 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 and Nonverbal Communications
- 12:00 LUNCH
- 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



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





## CREATIVE THINKING AND INNOVATION

25 APRIL 2019

**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, CA

**Tuition:** \$99 for 3 or more registered - \$119 for individuals



**Registration** or **Course Details:** Joan Wisnosky [joanw@jaelimited.com](mailto:joanw@jaelimited.com) 301-948-7636  
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- Critical Thinking
- 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

### Agenda: 25 April

- 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

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

