

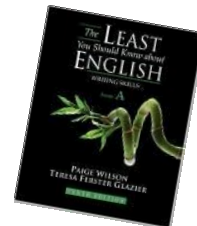


is announcing three professional development courses
to be held in San Francisco

BUSINESS GRAMMAR

24-25 JUNE 2019

Overview: Have you experienced the embarrassment of having your grammar corrected, and would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here's an intensive two-day course focusing on grammar, punctuation, and wordiness. Lose your anxiety over writing and grammar! And best of all, you'll take home a valuable, college-text desk reference (MSRP \$106.95). Is it *who* or *whom* or *between you and I* or *between you and me*? Find out in class.



Who Should Attend? Those who want to "brush up" on English grammar to become better writers and speakers.

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

- ✚ Identify and avoid common mistakes in grammar and usage
- ✚ Increase the impact, clarity and overall effectiveness of your oral communications and written products by following the basic guidelines of grammar and word usage
- ✚ Apply the principles to edit and proofread the work of others

Topics:

- ✚ Avoid common mistakes in grammar
- ✚ Correcting Fragments (Independent and Dependent Clauses)
- ✚ Use punctuation correctly
- ✚ Avoid duplication in your writing
- ✚ Correct others' grammar



Location: 450 Golden Gate, Room TBD, San Francisco, CA

Tuition: \$379 for 3 or more registered. \$399 for individuals.



Course Details: Joan Wisnosky joanw@jaelimited.com www.jaelimited.com 301-948-7636

Agenda: 24 June

25 June



9:00 The Least You Should Know about English - Introduction
 9:10 Grammar Quiz and Discussion
 9:30 Words Often Confused in English
 10:00 Contractions
 10:10 Possessives
 10:30 BREAK
 10:45 Subject and Verb Agreement
 11:30 LUNCH
 12:30 Prepositional Phrases
 1:00 Building Sentences and Spotting Run-Together Sentences
 2:15 BREAK
 2:30 Correcting Fragments (Independent & Dependent Clauses)
 3:15 Using Standard and Irregular Verbs
 4:00 ADJOURN

9:00 Avoiding Dialect Expressions
 9:15 Making Subject, Verbs and Pronouns Agree
 9:45 Choosing the Right Pronoun
 10:15 BREAK
 10:30 Correcting Misplaced and Dangling Modifiers
 11:00 Using Parallel Construction
 11:30 LUNCH
 12:30 Correcting Shift in Time and Person
 1:00 Correcting Wordiness
 2:15 BREAK
 2:30 Progress Test and Review
 3:15 Understanding Punctuation
 4:00 ADJOURN

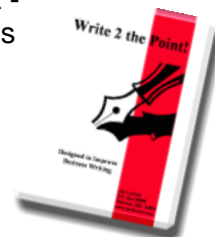


is announcing:

WRITE 2 THE POINT!

26-27 JUNE 2019

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.



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 will be able to write more effectively with less effort by applying the principles in the 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: 450 Golden Gate, Room TBD, San Francisco, CA

Tuition: \$309 for 3 or more registered. \$329 for individuals.



Course Details: Joan Wisnosky joanw@jaelimited.com www.jaelimited.com 301-948-7636

Agenda: 26 June

27 June

9:00 Traits of Good vs. Poor Writing
 9:15 Exercise - Diagnostic Writing Assignment
 9:30 CH 1 - **Defining Purpose Statements**
 10:15 BREAK
 10:30 CH 1 - Exercise – Critiquing Purpose Statements
 11:15 CH 2 - **Researching and Outlining**
 12:00 LUNCH
 1:00 CH 2 - Exercise - Mind Mapping and Outlining
 2:00 CH 3 - **Overcoming Writer's Block**
 2:30 BREAK
 2:45 CH 3 - Exercise - Writing and Discussing Your First Draft
 4:00 ADJOURN

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





is announcing:

EMOTIONAL INTELLIGENCE: THE HIGH-PERFORMANCE ENABLER

28 JUNE 2019

Overview: Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in *personal and professional success*. IQ will get you in the door, but it's your EQ, your ability to develop rapport with others and manage your emotions, that determine how successful you are in life.



We've all worked with smart people. Some of them were great and some weren't. When we look at extraordinary people who inspire and make a difference, we see they do this by connecting with others personally and emotionally. What separated them wasn't their IQ but their EQ. This course gives you the edge by helping you uncover the skills you need to achieve great results.

Who Should Attend? Those wanting to excel in interpersonal communications: "*people skills.*"

Objectives:

- ✚ Assess your strengths and opportunities for improvement
- ✚ Know what it takes to communicate effectively
- ✚ Learn techniques to understand and use EQ at work



Topics:

- ✚ Recognize how your emotional and physical health are related
- ✚ Decipher nonverbal communications
- ✚ Understand the different emotions and how to manage them
- ✚ Coach and build emotional intelligence in teams
- ✚ Validate emotions in others
- ✚ Create a personal coaching plan of action

Location: 450 Golden Gate, Room TBD, San Francisco, CA

Tuition: \$229 for 3 or more registered. \$249 for individuals.



Course Details: Joan Wisnosky joanw@jaelimited.com www.jaelimited.com 301-948-7636

Agenda: 28 June

9:00 Introduction and History of Emotional Intelligence (EQ)
9:15 EQ vs. IQ
9:30 Uncovering Your Strengths based on Dr. Gardner's Intelligences
9:45 The Four Pillars of EQ
10:00 BREAK
10:15 Optimism vs. Pessimism and the Relationship to EQ
10:30 Understanding Emotions
11:15 Understanding and Managing Stress
12:00 LUNCH
1:00 Understanding and Reading Nonverbal Communications
1:45 Validating Emotions in Others
2:15 Understanding and Expressing Empathy
2:30 BREAK
2:45 Motivating Yourself and Others
3:15 Building Emotional Intelligence in Teams
3:45 Creating a Personal Coaching Plan of Action
4:00 ADJOURN

