

Greater Los Angeles

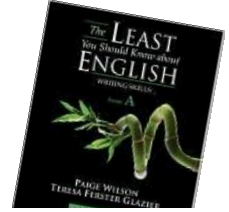


September Training

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

BUSINESS GRAMMAR

16-17 SEPTEMBER 2019



[Click to see inside](#)

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:**
- 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
 - Use punctuation correctly
 - Avoid duplication in your writing
 - Correct others' grammar



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

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



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

Agenda: 16 September

8:30 The Least You Should Know about English
8:40 Pre-test
9:00 Words Often Confused in English
9:30 Contractions
9:45 Possessives
10:00 BREAK
10:15 Subject and Verb Agreement
11:30 LUNCH
12:30 Prepositional Phrases
1:00 Correcting Run-Together Sentences
1:30 Correcting Fragments (Independent & Dependent Clauses)
2:00 BREAK
2:15 Using Standard and Irregular Verbs
3:30 ADJOURN

17 September

8:30 Avoiding Dialect Expressions
8:45 Making Subject, Verbs and Pronouns Agree
9:30 Choosing the Right Pronoun
10:00 Correcting Misplaced and Dangling Modifiers
10:15 BREAK
10:30 Using Parallel Construction
11:30 LUNCH
12:30 Correcting Shift in Time and Person
12:45 Correcting Wordiness
1:15 BREAK
1:30 Progress Test and Review
2:45 Understanding Punctuation
3:30 ADJOURN



September Training

BUSINESS WRITING - WRITE 2 THE POINT! 18-19 SEPTEMBER 2019

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 each for 3 or more registered - \$339 each for individuals.



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



Agenda: 18 September 19 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



Emotional Intelligence: The High-Performance Enabler

20 SEPTEMBER 2019

Emotional intelligence, also called EQ, is being aware of and managing emotions and relationships. It's pivotal in *personal and professional success*. IQ gets you in the door, but it's your EQ, ability to develop rapport with others and manage your emotions, that determines how successful you are in life.

We've all worked with brilliant people. Some 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 skills you need to achieve great results.

Objectives:

- ✦ Assess individual strengths and opportunities for improvement
- ✦ Learn techniques to understand and use EQ at home and work

Topics:

- ✦ Recognize and change self-defeating moods and attitudes
- ✦ Recognize and label your emotions as they surface
- ✦ Master the skill of quick stress relief
- ✦ Decipher non-verbal communications
- ✦ Understand the eight different emotions and how to manage them
- ✦ Coach and build emotional intelligence in teams for higher performance
- ✦ Validate emotions in others
- ✦ Create a personal coaching plan of action

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

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



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

Agenda: 20 September

- 8:30 Introduction and History of Emotional Intelligence (EQ)
- 8:45 EQ vs. IQ
- 9:00 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 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
- 3:30 ADJOURN



Schedule
GS-02F-0097N