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CHRO VIRTUAL ONLINE TRAINING ANNOUNCEMENT: THE BUSINESS WRITING WORKSHOP

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CLASS: The Business Writing Workshop

DATE: 22 July 2020

TIME: 08:00-12:00 (4H/ Half day class)

***This training will be held virtually via Microsoft Teams***

COURSE DESCRIPTION:

High-quality business writing is essential for the success of nearly every organization. Employees who can distinguish themselves as excellent writers increase organizational productivity while boosting their professional statures and positively influencing the trajectories of their careers.

This course will explore the basics of business writing and identify skills needed to write effectively in different situations. Participants will discuss the importance of tone, word choice, audience and purpose for impactful written communication.

OUTCOME:

- Understand the basics of business writing to build skills as an effective communicator in the workplace
- Write clearly and purposefully to convey the intended message in the intended tone
- Write with diplomacy, transparency and respect to convey the intended message in challenging situations - even when disagreeing or delivering bad news

ELIGIBILITY:

This class is open to all USMC U.S. Appropriated Fund (APF) employees and MLC/IHA employees serviced by CHRO Okinawa; priority for this training is as follows:

Priority 1: USMC Appropriated Fund (APF) employees serviced by CHRO Okinawa (GS/WS/WG personnel).

Priority 2: MLC/IHA employees of USMC Okinawa who has LPL-3 or above.

HOW TO APPLY:

Submit nominations to Workforce Development Unit, Civilian Human Resources Office via e-mail to [MCBBUTLERCHROTraining@usmc.mil](mailto:MCBBUTLERCHROTraining@usmc.mil) Deadline for submission is 15 July 2020.

Nomination must include below listed information:

- 1) Name
- 2) Grade
- 3) Position Title
- 4) Organization
- 5) Duty Phone
- 6) Supervisor's Name
- 7) Priority based on eligibility (indicate (1) or (2))