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## CHRO TRAINING ANNOUNCEMENT: BUSINESS WRITING AND GRAMMAR SKILLS MADE EASY AND FUN! TRAINING

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DATE: 19 December 2023 (course is subject to cancelation)

TIME: 08:30 – 15:30 JST

This training will be done via MS Teams virtually.

**COURSE DESCRIPTION:** The letters, proposals, memos, and texts you write speak volumes about you and your organization. That's why it's so important that each document that you produce for your organization — from a million-dollar business proposal to an employee email — is crisp, polished, and professional. No exceptions! In this virtual course, you'll gain a wealth of shortcuts, easy-to-remember tips, and insiders' secrets to help you accurately and confidently push out first-class business correspondence, overcome any doubts about grammar and usage rules, and even enjoy the process. Business writing is an important part of every job, at any level, and doesn't have to be painful.

### 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 All APF employees

Priority 2: USMC MLC/IHA employees (required to have LPL-3 or above)

### HOW TO APPLY:

After supervisor's approval, sign-up via [https://usmc.sharepoint-mil.us/sites/mcipac\\_chro\\_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx](https://usmc.sharepoint-mil.us/sites/mcipac_chro_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx)

Deadline for submission is 9 Nov 23.

Point of contact for this course is the Workforce Development, CHRO

e-mail: [MCBBUTLERCHROTraining@usmc.mil](mailto:MCBBUTLERCHROTraining@usmc.mil); phone: 645-7689