

Managing the Writing Process

This 4-hour course is designed for senior executives who manage the writing of others. Topics include an overview of the five-step writing process, how-to's in delegating writing projects to subordinates, and tips on eliminating excessive paperwork within the organization.

Key Objectives

- Overview a five-step writing process
- Focus on how their management style affects subordinates' writing
- Identify what information to give when delegating writing assignments
- Examine the differences in writing, editing, and rewriting
- Develop a hierarchy of values for reviewing subordinates' writing
- Identify ways to motivate subordinates to better writing
- Understand the psychological issues that influence their subordinates' writing

Who Should Attend

CEOs and senior executives

Materials/Texts

Participants receive two texts authored by Dianna Booher and published by Simon & Schuster/Pocket Books and Jossey-Bass: *E-Writing: 21st-Century Tools for Effective Communication* and *To the Letter*.

Class Size

15-20 participants