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## Writing Your Professional Biography

This 4-hour course is designed for those who must present their credentials and accomplishments to both internal and external buyers. Participants will generate their own "database" of career information, draft their consulting biography, and receive peer and instructor feedback on that biography. As an optional follow-up two weeks after the workshop, participants will forward a draft of their biography to the instructor for a final critique.

### Key Objectives

- **Generate a "personal database" of career credentials and accomplishments**
- **Identify differences between a résumé and a consulting biography**
- **Organize and select appropriate information for both internal and external biographies**
- **Drafting a consulting biography**
- **Edit the biography for eye-appeal, readability, clarity, and persuasiveness**

### Who Should Attend

Anyone who must write a biography to win either customer contracts or internal assignments/projects

### Materials/Texts

All participants will receive a copy of the guide *Writing Your Professional Biography*.

### Class Size

15-20 in a workshop setting; larger groups with additional facilitators