

Managing the Writing Process

This four-hour or eight-hour writing course is designed for senior executives who manage the writing of others. Topics include an overview of the five-step writing process, how-tos in delegating writing projects to subordinates, and tips on eliminating excessive paperwork within the organization while improving information flow.

Key Objectives

- Overview a five-step business writing process
- Focus on how management style affects subordinates' writing
- Identify 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 business writing
- Understand the psychological issues that influence their subordinates' writing

Who Should Attend

C-level officers and other senior executives

Materials/Texts

Participants will receive Dianna Booher's *E-Writing: 21st-Century Tools for Effective Communication* (Simon & Schuster/Pocket Books) book. We also recommend *Booher's Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors* (written by Dianna Booher and published by McGraw-Hill) for any employee who writes as part of their job. Consultant-provided handouts and the participants' own writing samples will serve as class exercises. Job-aid cards are also included.

Class Size

10-12 participants