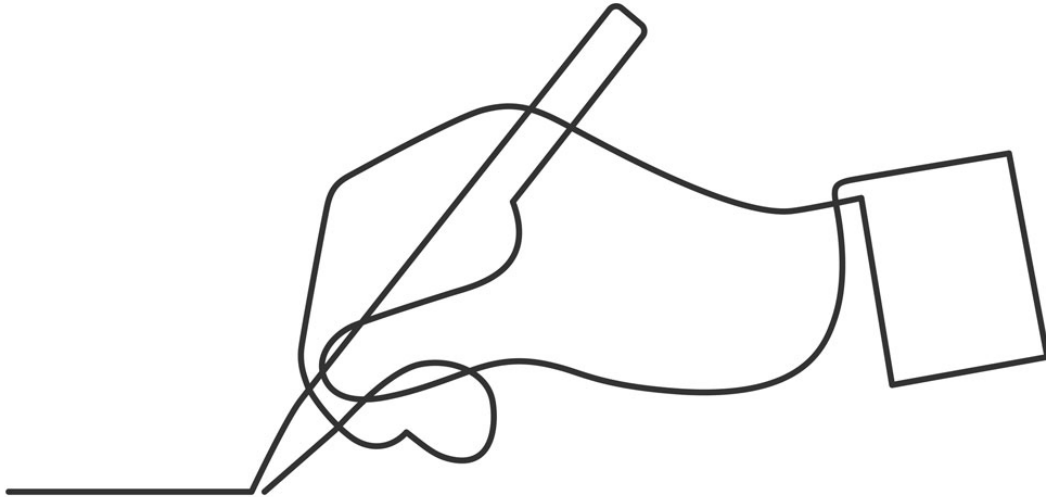


# Business Writing Skills Workshop

**October 12, 2022**



Reports – Letters – Policy and Procedures – Training Manuals

**You'll learn:**

- **Clarity**    - Write so clearly that readers cannot possibly misunderstand the message
  - How to measure the clarity of what you produce
- **Speed**    - Write faster without fumbling over false starts and rewrites
  - Outsmart the deadline
- **Image**    - Practical tips of organizing
  - Finishing touches of the pros

**Includes 115 page manual for ongoing reference**

**Limited seats available – Register Now!**

**Location – Towne Place Suites by Marriott**  
(off Superstore parking lot)

**8:30 – 3:30**

**Cost - \$395 + HST**

**Northwest Training and Development (807) 622 6077**

**Register here <http://nwtd.ca/product/business-writing-skills/>**