

Administrative Professionals Series

Secrets to Being a Superstar



Polishing Your Business Communication Skills

In this course, learn how to develop effective business communication skills. It examines how tone affects the reader and jargon interferes with clear communication. Additionally, the course explores writing styles, using rules of e-mail etiquette and business communication styles as a basis for assessing and improving writing styles. Learn techniques for creating more effective communication.

THE POWER OF WORDS



Angie Whitney
Trainer Angie.com

September 11, 2018

8:30 A.M. — 12:30 P.M.

Plano Municipal Center, Training Room A

Course Code in PeopleSoft: AP3436



***Note:** Although these classes are specifically designed to develop skills required of administrative professionals, enrollment is open to all employees.