CLM8134 - Business Communications Boot Camp

**Course Code**: CLM8134

**Course Title**: Business Communications Boot Camp

**Description**: In this intensive, four-day writing and speaking workshop, you'll work hard on the most important and effective fundamental principles of work-related writing and speaking—not only in your more formal memos, e-mails, and presentations, but also in your crucial (and all too often overlooked) day-to-day interchanges with co-workers, supervisors, and customers. Fast-paced, interactive exercises will help you clarify your purpose and identify the most important points in your message before you start writing (or speaking), organize your points in a logical structure that will clearly communicate your message, draft a concise effective opening and closing, edit for content and conform to standard style practices, and adapt these skills for casual everyday business communication.

**OBJECTIVES:**

- In this course, you will learn how to:
  - Identify your purpose and your readers/listeners.
  - Collect essential information needed to communicate your message.
  - Produce, in a relatively short time, a working draft that matches your message and audience/readers.
  - Revise the draft for conciseness, effectiveness, and standard usage.
  - Develop a ‘grabber’ opening and a ‘conclusive’ conclusion.
  - Present your message to other participants in a concise, effective, well-organized talk and to the instructor in a written, near-final draft.

**TARGET AUDIENCE:**

Anyone who wants to improve their work-related writing and speaking skills.

**Delivery Method**: Instructor Led

**Non-FWS Fee**: $796.00

**Instructional Hours**: 32

**Credits/CEUs**: 3.0

**Course Contact**: Linda Lufkin: linda_lufkin@fws.gov; (304) 876-7484

**Curriculum Category**: Communications

**Registration Link**: Register in DOI Talent

**DOI Talent Course Type**: ILT

**College Credit Name**: Semester Hours

**College Credit Value**: 2

**Schedule: CLM8134 - Business Communications Boot Camp**

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| 1/14/2020 | 1/17/2020 | For registration questions: amanda_cucchi@fws.gov  
For content questions: linda_lufkin@fws.gov | National Conservation Training Center (NCTC) | amanda_cucchi@fws.gov |