



Effective Writing in the Federal Government: Leading with the Written Word

Whether producing budget justifications, regulations or performance plans, the ability to prepare clear, concise written documents is an essential skill for Federal leaders. This seminar helps you develop your writing skills so you can effectively convey your message to any audience and advance your goals.

- Explore basic writing methods that focus on outlines and effective content organization.
- Examine various writing styles and formats and understand the appropriate contexts in which to use them.
- Identify your target audiences and understand how to write powerfully and persuasively for them.
- Receive personalized feedback and critique on your writing from our expert instructors.



Learn to Write with Purpose to Effect Change

In this seminar, experts will review and critique your work as they guide you through the sometimes-convoluted process of writing Federal documents, and will offer concrete recommendations for how to continue polishing your writing after you've returned to the workplace.

SKILL IMMERSION

COMPETENCIES

- Written Communication
- Influencing/Negotiating
- Political Savvy
- Strategic Thinking
- Technology Management

LOCATIONS

Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

Washington, DC

For class schedule, please go to www.leadership.opm.gov

“It reinforced that my job, daily, helps the Government make important decisions through my writing of white papers, memorandums, guidance, and the Power Point presentations I develop.”

Register Now for the Effective Writing in the Federal Government Seminar

This seminar is designed for public service leaders at any level who are interested in improving their writing skills and potential within the Federal Government.

A Workshop to Help You Strategically Craft Your Writing to Advance Your Organization's Goals

- Understand basic writing methods that stress the importance of outlines and structured composition.
- Learn to write with more precision, meaning, purpose and style.
- Explore key elements of effective communication and apply them in your writing.
- Become more confident in your writing and improve your productivity.
- Learn to formulate your message to compel your target audience to act.
- Strengthen critical writing skills needed to help you gain vital support from your peers, team members and superiors.

“I am in the midst of writing mid-year performance appraisals and gained some valuable information from this course.”

TUITION

\$3,750 MDCs/\$3,250 Washington, DC

Tuition at the MDCs includes materials, meals and lodging. The cost of meals and lodging is not included in tuition for the Washington, DC session.

LEAD

This seminar meets the project/team lead, supervisor and professional track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to www.leadership.opm.gov/certificates/LEAD/index.aspx

RECOMMENDED PRIOR COURSES

Collaborative Leadership Seminar
Team Development Seminar

SUGGESTED FOLLOW-ON COURSE

Leading Strategically: From Vision to Performance

For class schedule, please go to www.leadership.opm.gov

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Three Ways to Register

1. Register Online at www.leadership.opm.gov

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a Registration Form found online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632
Phone: 304-870-8008
Fax: 304-870-8078
TDD/TTY 304-870-8066
Email: register@opm.gov



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