

Business Writing - Communication

The Center for Logistics Education and Research is pleased to announce the addition of new courses in Business Writing and Business Communication. The Business Writing courses are targeted at midlevel managers, supervisors and customer service employees. The 24 hour programs address specific issues unique to each employee's level within the organization including the nature of direct constituents contact. All will be offered in traditional face to face format or may be blended with web based value added content. A version of this course has been crafted specifically for Texas political subdivisions (Cities) and school districts. The courses are delivered via six, one half day action packed sessions to minimize time off from work.

Business Writing:

- Writing Basics - 8 hours
Importance of Professional Writing, Barriers to Effective Writing, Writing Mechanics, Writing Process, Writing Principles, Overcoming Writer's Block, Collaborative Writing, and Writing Assistance Software
- E-Writing (Electronic Writing) - 2 hours
E-mail, Text Messaging, and Instant Messaging
- Memos - 2 hours
- Letters - 4 hours
- Reports & Proposals - 12 hours
Understanding Report Basics, Applying the Writing Process to Reports, Gathering Data from Primary and Secondary Sources, Planning for Informational and Analytical Reports, Planning for Proposals, and Writing Reports and Proposals

Coming soon!

One day workshops in Communication Essentials, Supervisory Communication, and Executive Communication are offered face to face at your location or ours. The intense gorilla style delivery will touch on focus areas while keeping everyone on task. This is a great refresher course to get employees on the same page while raising standards.

Half Day Programs:

The Center offers one half day programs delivered in traditional face to face or in web based formats. These are designed to target customer contact employees and newly promoted supervisors and managers. The courses offered are:

- Listening Skills
- Customer Service
- Communication in Teams
- Communicating in Meetings
- Presentation Skills

For more information call 940-565-4059 or email Shirley.white@unt.edu