



U.S. Fish & Wildlife Service

National Conservation Training Center

Conserving the Nature of America

CLM8134 - Business Communications Boot Camp

Course Code	CLM8134
Course Title	Business Communications Boot Camp
Description	<p>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.</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> • 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. <p>TARGET AUDIENCE:</p> <p>Anyone who wants to improve their work-related writing and speaking skills.</p>
Delivery Method	Instructor Led
Non-FWS Fee	\$796.00
Instructional Hours	32
Credits/CEUs	3.0
Course Content Contact	Linda Lufkin; linda_lufkin@fws.gov; (304) 876-7484; linda_lufkin@fws.gov
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

Start	End	Session Information	Location	Session Contact
9/9/2018	9/12/018	For registration questions: sharon_howard@fws.gov	National Conservation Training Center (NCTC)	sharon_howard@fws.gov