301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

How to Write a Creative Brief Training

This training workshop gives students the tools to become a better writer in business settings.

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' instructor-led How to write a creative brief course teaches Federal Employees how to create a brief that provides the audience with only the important details in an interesting manner. This training will address:

- Communication objectives
- Effective writing
- Details

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Objectives

At the conclusion of this course, students will be able to do the following:

- Know the value of good written communication.
- Write and proofread writing so it is clear, concise, complete, and correct.
- Apply these skills to brief writing or other writing situations that you encounter in your job.
- Understand the proper format for briefs, memos, letters, and e-mails.

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Course Outline

Overview of Business Writing and Briefs

- Introductions
- Course objectives
- Personal objectives

Why Write?

Be Clear

- Writing Clearly

Be Concise

- Writing

Be Complete

- Making your writing complete

Be Correct

Word Agreement

Active and Passive Voice

Sentence and Sentence Type

- Sentences and paragraphs

Sentence Construction

Punctuation

Writing a Brief

- Steps to writing a brief
- Briefs at work

Writing Business Letters

- Steps to writing business letters
- Parts of a business letter

Writing Effective Letters

- Email basics
- Managing emails
- Email at work

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

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Starting at **$1,095**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **How to Write a Creative Brief Training**

- 1 days instructor-led training
- How to Write a Creative Brief Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*

- Freshly baked cookies every afternoon*