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CHRO TRAINING ANNOUNCEMENT: US - REPORT & BUSINESS WRITING

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COURSE: Report & Business Writing

DATE: 15 & 17 August 2017 (Two-day course)

TIME: 0800-1630 (16 H)

PLACE: Camp Foster, Administration Bldg. # 495, 2nd Floor, Civilian Human Resources Office, CHRO, Classroom #3

SEATS: 25 Seats

INSTRUCTOR: Dr. Daniel Broudy

DESCRIPTION:

The two-day seminar helps students become more effective writers within and beyond the workplace. Students receive instruction, participate in critical discussions, reflect on their reasoning processes, and practice strategies for generating, organizing, and editing. The course focuses on analyzing technical and business written communications for clarity, concision, and precision while considering the needs of various audiences. Participants draw upon their present knowledge of grammar as well as their understanding of correct usage to assess sentences and paragraphs across a range of styles. Critical discussions explore the difficulties writers face in producing nuanced and precise writing in the workplace as well as encourage participants to build upon writing skills they have developed throughout the years. These activities aim additionally to dispel myths about acceptable style and its connection to the clarity of a message.

ELIGIBILITY:

This course is open to USMC Appropriated Fund (APF) civilian employees, USMC MLC employees and USMC active duty military personnel. Priority for this training is as follows:

Priority 1 - USMC APF civilian employees

Priority 2 - USMC MLC employees

Priority 3 - USMC active duty military personnel

PREREQUISITES: MLC Participants must have an English proficiency level equivalent to LPL 3 or higher.

Nomination must be preapproved by employee's supervisor. Submit nominations to CHRO Workforce Development Section via e-mail at [mcbbutlerchrotraining@usmc.mil](mailto:mcbbutlerchrotraining@usmc.mil) no later than 8 August 2017.

Nomination must include:

- Nominee's name
- Nominee's grade/rank
- Nominee's position title
- Nominee's organization/section name
- Nominee's duty phone and email address
- For MLCs: Language Proficiency Level (LPL)
- Priority based on eligibility (indicate (1), (2), or (3))
- Please prioritize the nominee list if more than one

SF 182 is not required for this class.