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CHRO MLC/IHA TRAINING ANNOUNCEMENT: JN - INTERMEDIATE LEVEL WRITING

COURSE: Intermediate English Level Writing for JN Employees

DATE: 14, 16 & 18 August 2017 (Three-day course)
TIME: 0800-1630 (24 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 three-day Intermediate level seminar helps MLC/IHA 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 various kinds of writing 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 critically assess sentences and paragraphs across a range of styles. Discussions explore the strengths and weaknesses of writing in the workplace, encourage participants in practical ways to build upon writing skills they've developed through the years, and dispel myths about acceptable style and its connection to the clarity of the message.

ELIGIBILITY:
Participants must have an English proficiency level equivalent to LPL 2 or higher.   MLC and IHA employees with Marine Corps Okinawa activities who want to learn writing skills in the workplace.

NOMINATIONS:
Nomination must be preapproved by employee's supervisor. Submit nominations to CHRO Workforce Development Section via e-mail (include Supervisor in C/c pane) at mcbbutlerchrotraining@usmc.mil no later than 8 August 2017.

Nomination must include:
- Nominee's name
- Nominee's grade
- Nominee's ID Number
- Nominee's position title
- Nominee's organization/section name
- Nominee's duty phone and email address
- Nominee's Language Proficiency Level (LPL)
- Please prioritize the nominee list if more than one

SF 182 is not required for this class.