

# LEADERSHIP & MANAGEMENT

**QNET presents:**

## **Email... Think Before You Hit Send**

**Monday, October 17, 2016 – 12:45 p.m. to 4:30 p.m.**

**Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg**

Email is the workhorse of communication within and between organizations. As well, in today's increasing e-business environment, more and more organizations are turning to an online form of communication with clients.

Yet, in spite of its importance, email is frequently dashed off with little thought given to clarity or to the needs of the reader. The result? The image of the writer and the organization are undermined. Avoid these email pitfalls. Learn the strategies that will give you an email reputation to be proud of!

This half day program focuses on...

- writing from your reader's perspective
- using concise language and avoiding rambling
- putting the right information in the right place so the reader understands it and knows what to do with it
- being aware of the tone of your message
- formatting so the recipient has an easy read

**Facilitator: Marie Antaya** is the director of Eclectic Communications – a highly recognized training and consulting company that specializes in business communication and professional development. Marie has many years of experience as an educator in a variety of subjects including business communication. She has also led numerous program and course development projects. Along with her training and course development work, Marie has shared her expertise with clients in private, non-profit and public sector organizations. Using her combined experiences, Marie delivers informative, practical workshops tailored to the audience's needs. In addition, Marie has been involved in a range of writing and editing projects. She has developed resources, created promotional materials, and written website content. In all of her writing projects, Marie ensures that each document connects with the reader and gets results.

**Fee:**

- \$179.00 + GST for Members of QNET or APICS
- \$209.00 + GST for Non-Members

*This session is presented by QNET in partnership with APICS Winnipeg Chapter and Industry Services, Jobs and the Economy, Province of Manitoba.*

**REGISTER ONLINE at [www.qnet.ca](http://www.qnet.ca)**



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