

Sunrise Inc Presents
Two Exclusive Seminars on

Business Writing Basics for Professionals
Day1

24th April 2020 – Mumbai – Suba Galaxy
 24th April 2020 – Bangalore – Trinity Isle
 24th April 2020 – Chennai – Abu Sarovar
 24th April 2020 – Hyderabad –Aditya Park
 28th April 2020 – Kolkata – Pan Asia
 28th April 2020 – Ahmedabad – Comfort In
 28th April 2020 – Pune - Sagar Plaza
 28th April 2020 – Delhi – Park Plaza

Developing Management Skills for Secretaries Administrative Staff - Assistants
Day2

25th April 2020 – Mumbai – Suba Galaxy
 25th April 2020 – Bangalore – Trinity Isle
 25th April 2020 – Chennai – Abu Sarovar
 25th April 2020 – Hyderabad –Aditya Park
 29th April 2020 – Kolkata – Pan Asia
 29th April 2020 – Ahmedabad – Comfort In
 29th April 2020 – Pune - Sagar Plaza
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Overview

You can be successful in business and in every area of life by learning to communicate correctly and powerfully. Most people in the business world write emails or letters on a daily basis. Some also write occasional reports, meeting summaries, minutes, and other business correspondence. This workshop discusses ways to create business documents that say what you mean and achieve the results you want. The course not only covers the basics of improving your writing skills but also explores ways to achieve the right result from your written correspondence. Additionally, it will provide the participants with an opportunity of working on real documents. Participants practice writing effective business correspondence and learn advanced techniques through interactive and interesting exercises.

Even if your title doesn't say "manager," you can still harness the power of management skills!

The next time your boss says, "Handle it..." will you be ready? Do you feel 100% confident managing projects, people, and situations independently?

It's a fact: If you want to be an "exceptional assistant," a fully contributing member of your team, you need the skills of a manager to survive and thrive. You need skills like project management techniques, the ability to negotiate well, decision-making acumen and the ability to manage change, plus many other skills you might think only managers need. In this exciting, one-day seminar, you'll learn the powerful tricks of the management trade - high-impact approaches that will give you the confidence, power, and knowledge to "handle it." You'll master planning and scheduling solutions that give you more control over your time and energy. Not only will you be able to take on special projects, you'll do it without "missing a beat" in your everyday tasks and daily routine.

Make decisions, manage change, solve problems, negotiate what you need - watch problems dissolve and roadblocks fall as you use the time-tested management skills you'll acquire.

By the end of the course, each participant will know how to:

- * Structure business documents effectively
- * Avoid common grammatical mistakes
- * Make decisions, manage change, solve problems
- * You'll take advantage of the same methods used by the most powerful, effective managers!

Who Should Attend

This workshop would greatly benefit professionals and managerial employees who have a direct line authority over others.

Methodology

Lectures, group discussions, role-plays and case studies.

AGENDA

- Pre-Writing Strategies That Work Every Time

* Figuring out whom you're writing to – and why

- Secrets to Writing On-Target E-mails

* The 7 most common mistakes that people make when writing an e-mail ... and how to avoid them

* How the 7 C's of Effective Business Writing apply to e-mails

- Special Section on Grammar Basics That We Promise Will Be Short!

* The top 10 most common mistakes everyone else makes that you never will!

- Mastering the Writing Process and Utilizing Your Personal Style

* Finding your "voice" and nailing it down (professional vs. casual, serious vs. humorous)

- Writing Powerfully and Persuasively for Any Situation - e-mail letter, memo, or proposal

- Post-Writing Techniques to Clean Up Your Writing

* Using the "Altitude Test" to determine your document's level of readability

- Troubleshooting Common Writing Problems

* How to "whip out" high-quality writing at a moment's notice when your boss "wants it NOW!"

AGENDA

- * **Your plan for taking more responsibility: how to devise a short- and long-term strategy with your manager, and steps to make this happen**
- * **Setting attainable goals**
- * **Turning scars into stars- remaining positive**
- * **Change from being disorganised to being organised**
- * **How to stay one step ahead -- you'll get things done before you're asked and avoid stressful "crisis" situations**
- * **Win-win negotiating: what it really means, and how to achieve it, consistently and easily**
- * **Conflict management - how to defuse tense situations and neutralize strained relationships**
- * **Assess your office's political structure: understand where you fit in, and how to work within it**
- * **3 preventive steps that ensure you'll keep on top of your everyday tasks while managing special projects**
- * **Are you "promotable"? - assess your long-term career path**
- * **"Total communications": how to build an extensive, powerful communication "network" throughout your organization (you'll always be "in the know")**
- * **Identifying and clarifying your priorities: know what to do when dozens of people and tasks demand your attention**
- * **Should you "take the initiative"? When to bring a decision to your boss, and when to handle it yourself**
- * **How to devise a plan for continuing "self-training" - you'll increase your value and stay on top of your profession**

Participation fee: -

Rs 4500/- +18 % GST per person per day

Rs 9000/- +18 % GST per person both days

The fees are inclusive of tea refreshment, lunch, certificate of participation & course material.

Duration of seminar - 10:00 am to 5:00 pm

Best regards

For Sunrise inc

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