

WRITING AND COMMUNICATION

COMM 2013 Effective Presentations

Delivering a powerful presentation can make or break your career. Imagine if every time you spoke, your speech was clear and compelled your audience to listen for your next word. This may sound impossible, but speaking well and engaging your listeners are within your reach. This workshop builds confidence and skills so you can speak easily in front of any audience. You learn and practice all phases of the presentation process - even how to manage anxiety. The grand finale is giving your very own presentation with helpful feedback from the instructor and other participants. By the end of the class, you will be able to:

- analyze your target audience
- design the presentation to fit the audience, your main objective, and other parameters
- use various techniques in your presentation style, including nonverbals
- design and use the best visual aids to enhance your delivery
- deliver a presentation using the methods and tools learned

Course Contact/Clock Hours - 12 hrs.

Fee: \$359

Textbook/materials included.

73213	WTh	Sep 23 - 24	9:00 AM - 4:00 PM	North Run, 134
23632	TuW	Jan 19 - 20	9:00 AM - 4:00 PM	Featherstone, F113

COMM 2004 Grammar Workshop \$175

Do you lack self-confidence when you write or speak because you cannot remember the basics? Then, refresh your grammar skills! This workshop reviews the parts of speech, subject-verb agreement, verbs and their tenses, strong sentence structure, and pronoun usage. Upon completion of this workshop, participants will improve their skills to:

- identify and correct common errors in grammar.
- correctly use the parts of speech.
- recognize sentence fragments and run-on sentences

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

18586	F	Jul 10	9:00 AM - 4:00 PM	Chester, B116
74247	Tu	Sep 22	9:00 AM - 4:00 PM	North Run, 134
74248	M	Nov 30	9:00 AM - 4:00 PM	Featherstone, F107

COMM 2001 Better Business Writing

Get to the point! Take a hard look at writing effectively in the world of business where emphasis is on clear and concise communication. Gain more self-confidence when writing letters, memos, and e-mail messages so that your readers can understand your intended message. Upon completion of this workshop, participants will improve their skills to:

- recognize when a simpler word will do the job.
- use the active, rather than passive, voice in business writing.
- avoid unnecessary words.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74249	Tu	Sep 15	9:00 AM - 4:00 PM	Featherstone, F107
74250	M	Nov 9	9:00 AM - 4:00 PM	North Run, 134
23679	Tu	Jan 12	9:00 AM - 4:00 PM	Chester, B116

COMM 2012 Interpersonal Communication Skills

Effective interpersonal communication skills make or break the business professional. This workshop provides information and practice with the tools and techniques of positive direct communication including strategies and approaches for building better relationships. Upon completion of this workshop, participants will improve their skills to:

- assess their communication styles and learn to recognize the styles of others
- learn to be more versatile and communicate with individuals who have styles different than their own
- practice assertive communication skills
- apply and practice reflective listening and questioning techniques

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

73200	Th	Oct 22	9:00 AM - 4:00 PM	Featherstone, F113
23630	Tu	Jan 26	9:00 AM - 4:00 PM	North Run, 134

COMM 2000 Coping with Difficult People

Learning to cope and work well with communication styles that are difficult or differ from your own is essential to good communications. Explore the 10 difficult behavior types and how to work effectively with them. Upon completion of this workshop, participants will improve their skills to:

- identify difficult behaviors and what causes them
- practice techniques to deal effectively with their difficult person
- recognize how to stop using behaviors that may enable or encourage the difficult behaviors in others
- develop a coping plan

Course Contact/Clock Hours - 12 hrs.

Fee: \$359

Textbook/materials included.

73212	WTh	Nov 4 - 5	9:00 AM - 4:00 PM	Featherstone, F113
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COMM 2011 Essentials of Oral Communication

Others judge us by the way we speak. Do you want to achieve your potential on the job, land a better job, and impress others in person and on the phone? This workshop will provide some of the tools needed to enhance personal speaking skills, including exercises in enunciation, grammar, word usage, listening and receiving skills, and some looks at the differences between the genders in communication styles. Upon completion of this workshop, participants will improve their skills to:

- recognize common communication errors
- transfer new skills and insights to everyday situations
- develop a self-improvement plan

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74259	Th	Sep 24	9:00 AM - 4:00 PM	Featherstone, F113
74260	Tu	Dec 8	9:00 AM - 4:00 PM	North Run, 134

COMM 2003 Proofreading

Proofread with a sharper eye! Develop new techniques for recognizing typographical, format, grammatical, spelling, punctuation, and content errors when proofreading. Assess current proofreading abilities and work to strengthen weaknesses while forming new, improved habits. Upon completion of this workshop, participants will improve their skills to:

- correctly use commas, semicolons, quotation marks, and other punctuation.
- identify and correct misused words, such as principal or principle, affect or effect, etc.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74262	Tu	Sep 29	9:00 AM – 4:00 PM	North Run, 134
74263	Tu	Nov 17	9:00 AM – 4:00 PM	Chester, B116
23680	Th	Jan 14	9:00 AM – 4:00 PM	Featherstone, F113

COMM 2002 Technical Writing

Learn to write and edit technical documents that are accurate, concise, and easy to read. By avoiding wordy phrases, rambling sentences, repetition, and passive verbs, you will express complex information in a simpler format. Upon completion of this workshop, participants will improve their skills to:

- determine the objectives of a technical report.
- write easy-to-follow instructions and procedures.
- create reports, manuals, product descriptions, and other technical documents with confidence.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

18585	Th	Jul 16	9:00 AM – 4:00 PM	North Run, 130
74266	Th	Oct 15	9:00 AM – 4:00 PM	Featherstone, F113
23681	Th	Jan 28	9:00 AM – 4:00 PM	Chester, B116

UPDATE: Communication Success, Human Resources, Supervisory and Leadership and the Administrative Professionals' Certificates

Dear Clients:

As of July 1, 2009, we will no longer offer the above mentioned CCWA certificate programs. However, most of the courses offered within these programs are still scheduled as individual classes. In lieu of the certificate programs, we will offer a more diversified course listing with nationally recognized certifications and courses. Although the certificates will no longer exist, we will honor completion of those programs for anyone who began their certificate prior to July 1, 2009. This may include substitutions for some classes.

Need a class and you don't see it listed here?

We can help! We offer custom-designed training for groups of 6 or more.

Call us at (804) 523-2292 or email us at trainer@ccwa.vccs.edu

Take the driver's seat on your way to a new career!

Learn the skills you need from the industry's leader in tractor-trailer driver training at the CCWA Chester Campus.

In addition to high quality training, our students and graduates benefit from FREE nationwide job placement assistance for a lifetime! Worried about making it through the course? Don't worry... we are committed to the success of our students. We'll continue to train you as long as necessary at no additional cost.

Simply follow these 3 steps:

- Step 1** Learn more; schedule an appointment with a career counselor by calling 1-888-878-4CDL(4235).
- Step 2** Build your skills; our highly skilled instructors are experts at helping you achieve your goals.
- Step 3** Career jumpstart; it's time to put those skills to work. Choose a company that's right for you.

Recruiters and placement staff are available to assist you today, tomorrow and for a lifetime.

Active Duty Military – Let us know!



Contact Sean M. Martin – Toll Free: 888-878-4235
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