

Mastering the Art of Business Writing

A tailored training program for SKF USA, Inc.

What if you could craft a clear, concise message with the intended receiver in mind? How much would your productivity increase?

Who should Attend?

Employees needing to improve their business writing skills.

Challenge

Many employees in technical roles are required to communicate in writing and have not developed the necessary skills.

Solution

Skill Development

Pre-assessment – submit writing samples

- Tightening Your Belt
- What Goes In, What Stays Out
- Getting Personal
- First Things First? Not Necessarily
- Getting Started
- Packaging and Tools
- Choosing Best Words to make your Writing Dynamic
- The Big Picture – Appearance and Mechanics



Project and Reinforcement

- **Project** – Participants select a topic, and submit a written report
- **Report-Out** – HG facilitator provides feedback for further skill development
- **Audit** – HG submits a summary report of participants' progress to the company

Business Impact

- Time reduction in communicating job tasks, troubleshooting work breakdowns
- Reduction in waste, i.e. # mistakes, rejects, non-value-added steps
- Increased problem-solving efficiencies
- Reduced conflict
- Accelerated task completion.

Testimonial

“The Hunt Group worked with us to develop and deliver a program specific to our needs. The result was maximum impact and employee growth with the time spent. The follow-up activity reinforced the new skills to imbed these competencies and connect more effectively with our customers.”

Joe Bruno, Director, Training & Development, SKF USA, Inc.