

June Training - 3 Professional Development Courses



Fallon Federal Building, 31 Hopkins Plaza, Room G-33, Baltimore, MD

"Now I can annoy all my co-workers by correcting their e-mails. [The course] reminded me of so many rules I have long forgotten."

-T.W., FDA, Irvine, CA

"Joan taught in a way that prompted me to think." - L.F., US Attorney's Office, New York, NY

"I've learned more about grammar than I have learned throughout my educational experience. Outstanding and very satisfied." - R.P., Bureau of Prisons, New York, NY

"I found the training fantastic. I hated English all my life, but this class has changed my mind."
- J.T., US Courts, Baltimore, MD

"It was a great class! I had forgotten (or never learned) so much!"

-L.D., USPS, Queens, NY

"I've seen a vast improvement in my staff's writing after taking Write 2 the Point!" - A.M. DHS, Washington, DC

"This course taught me how to shorten my writing. I can say the same thing using fewer words! Joan, you are an excellent instructor! Stay energetic."
- A.K., US Army, Ft. Meade, MD

"[I'll] rewrite my resume. [The course] corrected old habits and styles of writing." - O.W., USCG, Baltimore, MD

"Eliminates time spent on writing. Gives ideas on where to start and where to finish." - J.P., FPD, Pittsburgh, PA

Simply Grammar

3-4 June 2013

8:30-3:30

Overview: Have you experienced the embarrassment of having your grammar corrected, and would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here's an intensive course focusing on grammar, punctuation, and wordiness. Lose your anxiety over writing and grammar! And best of all, you'll take home a valuable, college-text desk reference. Is it **who** or **whom** or **between you and I** or **between you and me**? Find out in class.

In just two days, you'll be able to:

- ✓ Avoid common mistakes in grammar
- ✓ Avoid duplication in your writing
- ✓ Use punctuation correctly
- ✓ Correct others' grammar

Write 2 the Point!

5-6 June 2013

8:30-3:30

Overview: Is your supervisor dissatisfied with your writing, do you waste precious time rewriting, and does writing frustrate you? This course covers a simple, highly-effective approach to writing that will improve your ability dramatically, reduce your anxiety, and make your boss happy.

Fortunately, good writing can be made easier with this course that lays the foundation for writing more precise and direct correspondence. It stresses clarity, conciseness, and good organization. The manual, a useful guide of key writing points, makes correct structure easy and painless.

In just two days, you'll be able to:

- ✓ Become a faster, better writer
- ✓ Write using powerful words
- ✓ Overcome writer's block
- ✓ Critique and edit the work of others

\$279* each for 3 or more in either class. \$299* for individuals in either class.

**mention discounted tuition on this flier*



Call or e-mail registration names to: 301.948.7636

e-mail: joanw@jaelimited.com



Jae Limited + PO Box 59909 + Potomac, MD 20859

DETAILS & REGISTRATION ON-LINE www.jaelimited.com

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Resume Writing and Interviewing Skills

7 June 2013

8:30-3:30

"This training has encouraged me to compile my skills from my past to present and construct a strong tool for marketing (sell) myself for a position of my choice. I feel empowered to be selective. This was a valuable and very well detailed course. The instructor has once again enthused me with her skills and encouraged me to persevere in my endeavors."

- T.J., DCMA, Baltimore, MD

"Very informative and insightful. Will be helpful in getting another job. Actually gave us hints on obtaining another position."

-V.M., DCMA, Baltimore, MD

"It helped to build confidence in applying for a new position."

- B.H., GSA, Ft. Worth, TX

"The materials and the course were very well put together. Extremely helpful and I know I will use everything!"

- L.S., DCMA, Baltimore, MD

"Now I know what works and what doesn't work, and it is coming from the experts!"

- W.I., DCMA, Baltimore, MD

"I gained knowledge in resume writing, resume electronic scanning and interview skills (Q&A's) that I have never thought of before."

- K.H., DoT, San Francisco, CA

"Thanks, I learned a lot. I like the interview techniques - what to ask after the interview. It was nice to find out the handshakes."

- D.S., DCMA, Baltimore, MD

Overview Your resume is of critical interest to qualification panels and selecting officials, and thus it's critically important to you and your career. A professional resume can help get you an interview. You need to present your best qualities and accomplishments in writing to achieve your goal. Resumes are the selecting officials' most important source of information on you. Often a supervisor's first impression of you is developed through a resume review.

This workshop helps you write a clear, concise and comprehensive resume that conveys your qualifications with maximum effectiveness. And it shows you how to prepare for a top-notch interview by using proven guidelines. You'll receive a 50-page reference manual with valuable tips, checklists and log entry space to track your progress.

Course Agenda

Do's and Don'ts of Resumes – A Checklist

Sample Skills for Resumes

Sample Action Verbs

Resume Writing Guidelines and Coaching Exercise

The Pre-Interview Phase

- Research Questions to Get You Started
- Overcoming Interview Nervousness
- Dress for Success

The Interview Phase

- Non-verbal Communications & Rapport Building
- Categories of Questions You're Likely to be Asked
- Do's and Don'ts when Interviewing
- Translate your Strengths into their Benefits
- Typical Interview Questions
- Support your Answers
- Your Questions
- Strategies for the Super Candidate

The Post-Interview Phase

- Tips for the Thank-you Letter



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