



Grace Talma Associates
& Company Limited

SEPTEMBER - OCTOBER 2016

Professional Enrichment Programmes

September 21

PROPOSAL WRITING SKILLS WORKSHOP

PROGRAMME OVERVIEW

This one day proposal writing workshop is designed to give practical winning skills in Proposal Writing to Managers, Supervisors, Administrative and Technical professionals.

Participants will learn how:

- To identify the purpose of a proposal
- To identify and create different types of proposals
- To understand the proposal writing process
- To understand how to organize information
- To use persuasive writing techniques

8:30 a.m. - 3:30 p.m.

October 18 & 19

IMPROVING YOUR BUSINESS WRITING SKILLS

PROGRAMME OVERVIEW

This two day workshop is designed to improve participants' skills by providing them with the steps to writing business letters, memos, email and how to format reports and proposals.

Participants will learn how:

- To convey ideas and information with clarity and precision in writing business correspondence
- To identify your audience and tailor your message to them
- To use the appropriate style, tone and grammar in writing

8:30a.m. - 3:30 p.m.

VENUE: 32, Luis Street, Woodbrook, Port of Spain.

For registration and additional information, please visit www.gracetalma.com.

Contact Lisa @ 625 4114