

WORKPLACE WRITING & PRESENTATION SKILLS

For Local Agencies

Skillful Sentences & Persuasive Paragraphs Workshop

Analyze your own sentences and learn to spot some common errors. Plus, write paragraphs that persuade and convince.

Event Dates: February 28 & 29, 2024

Event Time: 9:00 AM - 12:00 PM ET [Both Days]

Event Cost: \$60

Registration Deadline: February 19, 2024

What You'll Need: Some writing samples, four different colored pens

Business Letters & Board Reports Workshop

Learn what's needed for writing business letters and practice responding to a complaint. Also, discover strategies to make your board reports more engaging.

Event Date: March 27, 2024

Event Time: 9:00 AM - 12:00 PM ET

Event Cost: \$30

Registration Deadline: March 18, 2024

Presentations: How to Wow Your Audience

Work on drafting presentations, slide design, and vocal delivery.

Event Date: March 28, 2024

Event Time: 9:00 AM - 12:00 PM ET

Event Cost: \$30

Registration Deadline: March 19, 2024

What You'll Need: A board report or previous presentation that you've done

OUR INSTRUCTOR

Victoria Kaplewski, MS, is a technical writer at the Center for Technology & Training. She serves as editor of The Bridge newsletter; writes, edits, and reviews documents; and teaches asset management plan workshops. She has taught university-level writing courses, and has extensive experience in technical and outreach/marketing communication.

Intended Audience

- Engineers
- Engineer-managers
- Managing directors of local road-owning agencies



Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy [here](#).

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted.

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing ctt@mtu.edu.

QUESTIONS?



Email ctt@mtu.edu



Michigan's
Local Technical
Assistance Program



Center for
Technology & Training