

Write Company Plus

We Can Help!



Dr. Kathleen A. Begley, Ph.D.

The Write Woman

610-429-1562

Dr. Kathleen A. Begley
Write Company Plus
1212 Foxglove Lane
West Chester, PA 19380-5837
610-429-1562 Fax 610-407-0199
KBegley@writecompanyplus.com
www.writecompanyplus.com

Six-Pack Special

To meet the time and budget challenges faced today by most organizations, Write Company Plus has developed a unique six-pack communications training program. Essentially, we offer you the opportunity to select from six of 18 different soft-skills classes. Then we come into your facility and present your choices in 50-minute formats in a single day – for one price. Each class includes original participant materials, PowerPoint slides, an interactive activity, precise takeaway points, and future goal setting. The topics are:

1. Writing High-Impact Email
2. Embracing 12 Dimensions of Diversity
3. Presenting to Groups With Confidence
4. Using Body Language Effectively
5. Creating High-Impact PowerPoints
6. Dealing Positively with Change
7. Showing Leadership in Difficult Times
8. Establishing Time Priorities
9. Resolving Conflict Before It Escalates
10. Communicating in Inclusionary Ways
11. Interacting with Multinationals
12. Contributing Your Best Ideas at Meetings
13. Handling Stress Before It Handles You
14. Coping with Difficult and Negative People
15. Understanding the Impact of Personality
16. Balancing Your Work and Home Life
17. Asserting Yourself in Positive Ways
18. Motivating Yourself and Others

Flexible and Affordable

***Concerned that
good, continual
communication
is falling
through the
cracks of your
fast-paced
organization?***

Try soft-skills communications training from Write Company Plus

About Us

Write Company Plus helps individuals reach higher levels of personal and professional success by giving informative and entertaining training in so-called soft-skills communication.

Founded in 1990 by entrepreneur Dr. Kathleen A. Begley, we have a passion to identify and refine under-developed talents in interacting, speaking, and writing – all necessary to become a leader in today's competitive world. In this hard-wired age, the ability to build and maintain relationships with customers inside and outside an organization is more important than ever.

Satisfied clients include many Fortune 500 companies involved in health care, bio-science, technology, financial services, and media.

Visit Our Website

At our website you can download numerous free documents and articles, including our weekly newsletter, **Write View**.

Visit www.WriteCompanyPlus.com to learn more about our company and the services we have to offer.

Soft-Skills Communications for a Hard-Wired World

Write Company Plus offers a wide variety of training programs tailored to busy employees and executives. To provide opportunity for case studies and role plays, most instruction is given in a classroom setting. In respect for your staff's valuable time, we work closely with you to arrange classes in formats best suiting your schedule. We focus on five categories of instruction:

Face-to-Face Communication: Despite the growth of technology, talking in the same room remains the best way to negotiate big deals and resolve disagreements involving high-level customers and large sums of money. In this track, we offer programs on presenting to groups, dealing with difficult people, facing conflict head on, providing excellent customer service, and contributing at meetings.

Business Writing: As you know, people at all levels today write countless numbers of emails, memos, and reports. Few have backgrounds in English composition. We have a variety of writing courses including creating effective e-mail, documenting technical information, writing with less fear and more confidence, mastering global correspondence, and reviewing the basics.

Diversity: Without innovation, organizations will be unable to survive and thrive in the 21st century. Yet new ideas always come from outside dominant groups. Our diversity curriculum covers topics such as creating an atmosphere of inclusion, interacting in the multigenerational workforce, mentoring newcomers, understanding multicultural issues, and using respectful language.

English as Foreign Language: Fifteen percent of employees working in the United States were born in another country. They face immense challenges in day-to-day interactions in American organizations. We offer courses in writing American style, mastering U.S. business culture, speaking up at meetings, adjusting to immigration, and communicating on the telephone.

Professional Growth: Today's workers face endless numbers of tasks and challenges. To help maintain balance and productivity over the long run, we provide classes in managing time, addressing stress, staying motivated, increasing productivity, and developing leadership potential.