



WRITING AT WORK

free training!

Join us on
March 15, 17, 22, & 24, 2023
from 1:00 – 3:30 pm
at The Community Exchange
116 Main Street, Altona

REGISTER NOW AT:

431-356-0604
west.winkler@wem.mb.ca

***Increase your
effectiveness
and gain
confidence in:***

- *Completing business documents and workplace forms*
- *Effective email writing*
- *Transcribing meeting minutes*
- *Using professional language*
- *Organizing*
- *Keeping record*
- *Informing and requesting information with clarity and professionalism*