

Graduate Pathways to Success/Mitacs Training* Event:

Business Writing for Today's Professional

November 27, 2017 | 9:00 AM to 5:00 PM

Thea Koerner House, 6371 Crescent Road, Point Grey Campus

*This session is being offered in collaboration with [MITACS Training](#) (formerly Mitacs Step). Mitacs Training provides professional development training to advanced degree graduates, supplementing their education and research experience with the tools necessary to succeed in today's workforce.

No matter what field you're working in, written communication is a critical part of your day-to-day duties. Regardless of your comfort or skill level, you can benefit from learning techniques to entice your readers and achieve your goals. This workshop will help all professionals hone their writing skills using proven techniques and processes.

Workshop Objective

To provide opportunities for participants to build on their business writing knowledge and skills through a combination of self-directed activities and in-person, facilitated application. Through their participation, participants will shape their approach to strategically creating clear written communication in a professional setting.

Learning Outcomes

- Gain practical written communication skills to improve engagement with various stakeholders
- Deepen your understanding of writing techniques to concisely grab a reader's attention and get results
- Learn writing methods that can be applied immediately
- Harness writing processes that maximize preparation and effective writing time

Key Topics Areas: preparing to write, actively writing, and self-editing and review.

Facilitator: **Rose Hastreiter** is a professional project manager, programme manager, pm advisor, entrepreneur, creative professional and international facilitator who helps organizations develop their plans through the development of their people, processes, and the relationships in-between. Dynamic + engaging, her live workshops are inspiring, insightful, practical, and committed to bridging practical information with real-world application and human understanding. Her facilitation style is entertaining yet intelligent & pragmatic, with great testimonials from many of over 10,000 participants to date, in various sectors and fields of expertise.

Refreshments: Beverages, but not lunch, will be provided. Please bring your own mug.

Registration: Graduate students and postdoctoral fellows from BC post-secondary institutions are eligible to register. Priority will be given to currently registered UBC graduate students.

To register, please visit: www.grad.ubc.ca/about-us/events/16337-business-writing-todays-professional

Applicants will receive registration or waitlist confirmation within two working days of registering. If you have difficulty with registration, please email graduate.pathways@ubc.ca.

NO SHOW FEE: No shows are costly for our program and, most importantly, leave students on the waiting list. Students who register and do not attend **will be charged a \$25 no show fee**. To avoid this fee, please cancel at least 48h in advance by e-mailing graduate.pathways@ubc.ca.

For information on future Graduate Pathways to Success events see: www.grad.ubc.ca/pathways/events

We appreciate the support of the Graduate Student Society for this event.