

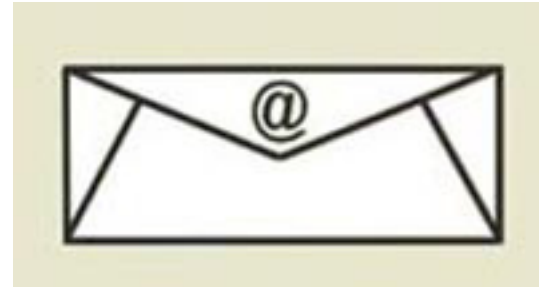
Better Business Communications Series

Making Work Email Work ...because bad emailing is bad business

Why should we send our people to this workshop?

Business email has spawned serious problems, including:

- employee overload AND system overload
- lower productivity AND the illusion of work
- frequent damage to company image, and
- **serious liability** issues potentially costing millions of dollars!



What will our people gain from this workshop?

Participants in **Making Work Email Work** will learn:

- 6 crucial parts to any business email
- better inbox management
- when NOT to email
- how to avoid email sins
- how to write emails that produce action
- to gain respect with better “netiquette”
- how to avoid expensive liability traps and much more

How is the workshop conducted?

Making Work Email Work is a hands-on, interactive workshop where participants learn by doing. This is a half-day workshop.

When are the workshops offered?

Check the Calendar of Events at the SLCC School of Professional and Economic Development for the workshop dates. These are 4-hour workshops.

Where are the workshops offered?

The Miller Campus of Salt Lake Community College. We will meet in the computer lab. Workshops can also be customized to your needs at your location. For more information, call Susana Chaffos at 957-3457.

How do I enroll?

Fill out the form at www.slcc.edu/mbrc/calendarofevents.asp or contact Student Services at 957-5200.

How much does it cost?

Tuition for **Making Work Email Work** is \$89.00. Volume discounts and funding partnerships may be available; to see if you qualify contact Susana Chaffos at 957-3457.

Who teaches this workshop?

Making Work Email Work is led by Greg Larson who has taught email skills to hundreds of individuals from dozens of companies. Greg is an internationally published writer who also teaches Business Communication at Salt Lake Community College.

