



Center for Leadership Development

Effective Writing in the Federal Government: Leading with the Written Word

Whether producing budget justifications, regulations or performance plans, the ability to prepare clear and concise written documents is an essential skill for Federal leaders. This course helps you develop your writing skills so you can effectively convey your message to any audience and advance your goals.

- Explore basic writing methods that focus on outlines and effective content organization.
- Examine various writing styles and formats and understand the appropriate contexts in which to use them.
- Identify your target audiences and understand how to write powerfully and persuasively for them.
- Receive personalized feedback and critique on your writing from our expert instructors.



Learn to Write with Purpose to Effect Change

In this course, experts will review and critique your work as they guide you through the sometimes-convoluted process of writing Federal documents and will offer concrete recommendations for how to continue polishing your writing after you've returned to the workplace.

COMPETENCIES

- Written Communication
- Influencing & Negotiating
- Political Savvy
- Strategic Thinking

TUITION

\$2,500

DATES

Nov 17–20, 2014 Washington, DC
 Apr 21–24, 2015 EMDC–Union Square
 Jul 14–17, 2015 EMDC–Union Square
 Sep 22–25, 2015 EMDC–Union Square

LOCATIONS

EMDC–Union Square
 999 North Capital Street, NE
 Washington, DC, 20002

This training facility is located in Washington DC's thriving NoMa submarket, just blocks from Capital Hill and Union Station.

Washington, DC

To register, please visit the course page:

[HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=101](https://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=101)

“It reinforced that my job, daily, helps the Government make important decisions through my writing of white papers, memorandums, guidance, and the Power Point presentations I develop.”

Register Now for Effective Writing in the Federal Government

This course is designed for public service leaders at any level who are interested in improving their writing skills and potential within the Federal government.

A Course to Help You Strategically Craft Your Writing to Advance Your Organization's Goals

- Understand basic writing methods that stress the importance of outlines and structured composition.
- Learn to write with more precision, meaning, purpose and style.
- Explore key elements of effective communication and apply them in your writing.
- Become more confident in your writing and improve your productivity.
- Learn to formulate your message to compel your target audience to act.
- Strengthen critical writing skills needed to help you gain vital support from your peers, team members and superiors.



“I am in the midst of writing mid-year performance appraisals and gained some valuable information from this course.”

TUITION

\$2,950 Residential/\$2400 Off Site

Tuition at the MDCs includes meals and lodging. The cost of meals and lodging is not included in tuition for sessions held at off-site locations.

LEAD

This course meets the requirements for the Project/Team Lead, Supervisor, and Professional levels of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to <http://cldcentral.usalearning.net/mod/page/view.php?id=249>

RECOMMENDED PRIOR COURSES

Collaborative Leadership

Team Development: Team Building and Team Leadership

SUGGESTED FOLLOW-ON COURSES

Facilitation Skills for Leaders

To register, please visit the course page:

<HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=101>

OCT 2014

Three Ways to Register

1. Register Online at <http://leadership.opm.gov>

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a [Registration Form found online](#). This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 304-870-8008

Fax: 304-870-8078

TDD/TTY 304-870-8066

Email: register@opm.gov



UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

<http://leadership.opm.gov>

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