

**What's New  
with Elevate**

## **ADMINISTRATIVE SKILLS**

### **Class Format:**

On-site & Virtual

## **CALL TODAY!**

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# **ADMINISTRATIVE PROFESSIONALS CAPSTONE PROGRAM**

Would you, or someone you know benefit from writing in a more clear, concise, and professional manner? Could you get more done if you did not spend so much time editing and rewriting correspondence? If you said yes to either question, the Administrative Professional Capstone Program is for you and your team.

During this Capstone Program participants will compose, edit, proofread, and issue written materials for review by our subject matter expert, peers, and supervisors. By the end of the program, participants will have gained effective writing techniques to write with purpose, to consider the topic and intended reaction before writing a response with clarity, correct grammar, and formatting. Participants will increase productivity and enjoy less rewriting, editing, and irritating mistakes that take up too much time.

## **THIS 4-MONTH CAPSTONE PROGRAM WILL INCLUDE:**

### **Month 1: Business Writing**

Participants will gain the knowledge to edit, write with brevity, and create effective written correspondence (i.e. email, letters, reports, meeting minutes, etc.) in a professional manner.

### **Month 2: Grammar**

Words are perhaps the most powerful tools on the planet. You use them every day, in your speech and in your writing. How you write reflects your level of competence to those around you.

### **Month 3: Editing/Proofreading**

Do you read what you write? A thorough editing and proofreading will help improve the readability, clarity, and tone of the text. Based on completed assignments, this session will focus on practical editing and proofreading techniques to improve work.

### **Month 4: Capstone**

[www.elevate4success.com](http://www.elevate4success.com)

