

Attention Operations Supervisors and Supporting Services Leaders

Writing for Leaders

**A 24-hour Course Delivered over 9 weeks
Beginning on Mar. 14 and Ending on May 9**

- Examine the characteristics of good writing
- Try helpful writing tools and decide what works best for you
- Practice writing the kinds of documents that will be required in your leadership role
- Explore how the tone of your writing affects your success
- Learn how to alter your tone with specific word choices
- Receive one-on-one assistance in producing writing samples that meet the standards for effective writing

There are 8 meetings in all.

**Dates: Mar. 14, 21, 28, Apr. 11, 18
25, May 2, and 9**

Time: 3:30 to 6:30 p.m.

**Location: 45 West Gude Dr.
Class begins in the Maple Room**



Register for *Writing for Leaders* on PDO.

Course# 53377, Section# 70404

Writing well is an essential skill for all MCPS leaders. *Writing for Leaders* is a 24-hour course designed to help leaders learn the writing process and identify helpful tools that work best for them. In order to complete the course, participants will produce writing samples that reflect the types of writing required in their respective positions. Each participant will receive one-on-one assistance in meeting the standards for each type of document assigned.

