



## INTRO TO WORKPLACE WRITING

### DESCRIPTION OF COURSE

Learn how to write for the twenty-first-century workplace! In this five-week Intro to Workplace Writing course, you will learn tools and techniques for professional communication. As we navigate work in a digital age, with many operating in a work-from-home culture, you will learn updated strategies for enhancing communication. Learn new team communication tools such as Slack, Asana, and Google Docs. Ensuring your message is heard and understood is critical for a smooth workflow. Take your emails into the digital age and learn updated email etiquette strategies—what was acceptable ten years ago no longer is! Learn how to craft a message for an external audience versus an internal one, and employ effective content creation

tools such as content calendars and style guides. Brush up on some basic grammar, learn how to recognize your own bias when crafting messages, and educate yourself with inclusive language best practices.

This course is virtual and can be completed independently on your own time, over five sessions, and course material will be released weekly each Wednesday. There are videos and short assignments.

Upon successful completion of the course material and all assignments, submitted on time to your facilitator, you will receive a digital badge and have the beginnings of a portfolio of your work.