



Barbara Arrindell & Associates

Workshops ... Training ... Classes

21st April 2017

Dear Sir /Madam:

Barbara Arrindell & Associates conducts evening classes aimed at improving a person's business writing and public speaking skills. New classes start on May 11th, 2017

Writing is Your Business I – will be facilitated by freelance writer and editor Joanne C.Hillhouse. She has produced and/or edited internal and external content for a range of clientele and can help participants become more comfortable with the written word. Her course is targeted at any professional seeking increased confidence and skill using the written word (from organizing ideas to writing and editing business documents).

Persuasive Public Speaking. The focus will be on the art of persuasive speaking. People involved in sales and marketing, preachers, inspirational speakers, lawyers, politicians and anyone who now find themselves in leadership positions will benefit from this class. People who complete our Introduction to public speaking course are usually interested in going on to this class. It is however not a prerequisite.

In some cases, individuals take classes to facilitate their own personal growth and development. Others are sent by their place of employment in an effort to enhance skills needed in the work environment for the betterment of the establishment.

In today's competitive environment employees who fill key roles need to be able to compose proper letters and emails while others need to speak confidently and to make presentations with ease. We are sending you this information as you may wish to consider encouraging and investing in your associates so that they can be more successful at their tasks.

The upcoming classes run for four weeks (one day per week - Thursdays) and are held from 5:30 – 7:30 at the Best of Books on St. Mary's Street. The cost for each 4 week session is \$150.00. Your associates will receive certificates of completion.

Feel free to contact me at 268 725 7396 or barbaraarrindell@yahoo.com if you require more information. Class sizes will be small so pre-registration is required.

Regards

Barbara A Arrindell