



Our Virtual Training Capabilities

When you have a large team spread across different locations, our interactive virtual training options are a great alternative to in-person workshops. These fast-paced sessions provide participants with tips, techniques and strategies for improving business communications.

Choose from our existing virtual training and online learning options below. We are also happy to customize our training to meet your needs. Let's get creative!

Writing Skills

Grammar and Punctuation virtual workshops

No matter how good you are at what you do, documents with grammar mistakes erode your corporate and personal credibility. We have two virtual workshops that teach you how to identify and fix the most common grammar and punctuation mistakes:

- **Grammar workshop**, where you learn subject-verb agreement, noun-pronoun agreement and how to be gender neutral
- **Punctuation workshop**, where you learn best practices for using apostrophes, commas and semicolons

Both workshops are 60 minutes long and highly interactive.

Email Etiquette virtual workshop

Email is so easy to send that many people send way too many, way too often, with too little care or respect. This 60-minute virtual workshop teaches you how to use email with courtesy and professionalism. It clearly lays out the principles of email etiquette. This information-rich, practical session is delivered in an interactive, non-threatening virtual environment.

Professional Business Writing virtual course

If you're like many people, you need to write with impact and confidence to achieve your business goals and advance your career. This virtual course shows you how to address the needs of your readers and write short documents that are clear, concise and persuasive. These skills immediately improve the productivity of both writers and their readers. This is a three-part solution with options for additional support.

1. **Prewrite.** Review reading materials that guide you through defining your purpose and audience, creating a plan and drafting. Create a first draft of your document.
2. **Virtual workshop.** (90 minutes) Learn skills you need to revise your draft document for structure and style.
3. **Follow-up coaching.** Apply the skills you learn in the webinar to your own document in a virtual meeting with a Wavelength facilitator.

Effective Business Writing online course

Access our learning portal any time, any place. Progress at your own pace—ignore content you already know and review more challenging content as often as you like. Learn and practice on your own. Feedback is built into the online learning materials, and you get feedback from the facilitator as well. We answer any questions you have about the content or about the technology within one business day. We also provide a complete library of printable job aids that summarizes the key learning points.

Individual Document Feedback

Before or after a workshop, our facilitator can assess participants' writing. Each participant submits one sample document to the facilitator, and they receive constructive one-to-one feedback. The facilitator can then tailor the workshop based on trends they notice from the samples. The facilitator can also focus on the concepts and techniques participants need most during the course. This option is very powerful and can be added to any of our writing workshops. We particularly recommend adding individual document feedback to our shorter courses, since they focus on introducing the content and have limited time for practice.

Presentation Skills

Getting Ready to Present virtual workshop

Explore tips and techniques for crafting effective presentations that meet the audience's needs and the presenter's objectives. In this 90-minute virtual workshop, you learn to:

- generate content that is clear and interesting.
- engage your audience by knowing what they need
- quickly draft content
- apply a reliable framework to quickly shape your message
- design visuals to enhance your message
- open and close your presentation memorably

Leave this session ready to apply new tools for developing effective presentation content for any audience.

Presenting to Groups virtual course

If you're like many people, the presentations you make are key to your success at work. This virtual course is ideal for people who present to large or small groups and who need training provided virtually. This is a three-part solution with options for additional support. We assume you have a presentation to work on.

1. **Virtual workshop 1.** (60 minutes) Generate content that's clear and interesting.
2. **Virtual workshop 2.** (45 minutes) Improve your platform skills to project confidence.
3. **Virtual practice and coaching.** Apply the skills you learn in the webinar to your own presentation by presenting your talk to the group and a Wavelength facilitator in a virtual meeting.

Virtual Coaching

We offer individual and small group coaching sessions for clients using digital, fillable workshop materials. We start by diagnosing your communication skills and determine exactly what you need. We teach you only what's necessary and help you apply your new skills to your own documents or presentations. Coaching sessions are facilitated through email communication, phone calls and live web conference calls. Sessions are 60-90 minutes long each. Because coaching is so targeted, we recommend six hours of coaching to produce noticeable improvement.