

VIRTUAL · HALF DAY

## Become a Writing Coach

Do you spend too much time editing and rewriting your direct reports' documents? If this sounds like you, consider learning how to be a writing coach. When you coach instead of rewrite, you help your direct reports improve their writing and develop their confidence so that they become strong, independent writers. You benefit as well by decreasing your workload and stress.

### Who should attend

This virtual course is for anyone who edits their direct reports' documents. First, your direct reports need to have taken a Wavelength writing course, so you share a common language and criteria. Then you learn how to help them apply what they've learned. Talk to us about shortening this course if your managers have already taken a Wavelength writing course.

We recommend up to 15 participants.

### You learn

- The techniques good writers use to create documents that are clear, concise, and readable
- A common language and writing standards to share with your direct reports
- To quickly identify a writer's strengths and weaknesses
- To give constructive feedback that helps writers improve
- When to stop giving feedback

### What to expect

We know people learn best by doing, so this course is very hands on. We first show you the techniques your direct reports learn in their own training so you can help them build on what they've learned. Then we show you how to find the strengths and weaknesses in someone's writing and how to give feedback in a diplomatic and constructive way. As a culminating activity, you practice giving feedback in a small group activity.

## How you spend your time

*Virtual Become a Writing Coach* includes the following activities in two sessions.

### **Virtual Session 1: Business Writing Essentials for Managers**

To build a common language, common criteria, and a shared set of writing techniques and tools with your team, you start with an executive version of the writing course your direct reports participated in. Come prepared to get the most from your session by completing a 10-minute prework reading assignment. You receive a comprehensive course manual that contains exercises with answers, templates, examples, and checklists. If you've taken one of our writing courses with your team, you can skip this part.

### **Virtual Session 2: Become a Writing Coach**

Learn how to identify patterns in a piece of writing so you give pointed, constructive feedback in a way that makes sense to the writer. The goal is to help your direct reports become strong, independent writers, which saves you time and stress while building their confidence and skills.