

COACHING · CUSTOMIZED DELIVERY & SCHEDULE

## Writing Skills Coaching

Readers today are bombarded with information and have little patience for poorly written documents. We help you cut through the noise by showing you how to create documents that get to the point, provide the right information, and make your messages easy to read and understand. Coaching is a great option if you prefer to work in a private, efficient, and targeted way.

### **Who Benefits from Working with a Coach?**

Writing skills coaching is suitable for anyone who writes any kind of business document.

### **Why Coaching?**

Work with a coach if you want to improve your writing skills in a way that fits your schedule, is targeted to your needs, and lets you learn in a safe and supportive environment. We can help you:

- Prepare an important proposal, report or presentation
- Improve your writing skills to prepare you for a new role or promotion
- Write more persuasively and better influence teams and stakeholders

### **What to Expect**

You can work with your coach in person, virtually or both. In most cases, six hours scheduled to suit your schedule is sufficient for excellent results.

## **Phase one: Meet and establish learning objectives**

We start by working with you to identify your learning needs. You and your coach schedule a short introductory call to establish learning objectives for your coaching. If possible, your coach can also talk to others who can provide feedback about your writing skills. We ask you to send your Wavelength coach sample documents.

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## **Phase two: Coaching**

You receive comprehensive interactive materials that include a manual and job aids. Your coach directs you to the content you need. Together you review examples in the Wavelength course manual to introduce you to our framework. You work through practice exercises then apply what you learn to your own real-world documents.

You share your drafts with your coach who provides immediate feedback. You also learn how to review your own writing using our comprehensive checklist. This is a powerful way to reinforce your learning and help help you become become a strong independent writer.

## **Phase three: Follow-up and reinforcement**

To ensure you successfully transfer learning to your real-world writing, your coach reviews a post-coaching document and provides more feedback and suggestions for continued improvement.