

# EFFECTIVE WRITING AND COMMUNICATION FOR TECHNICIANS

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Communication is the basis for all interpersonal skills. This one-day written communication course will ensure the aviation personnel's success, perception, and future enrichment. The objective of this course is to provide information and understanding of effective writing and communication skills for the aviation technician and all related personnel.

The course provides in-depth techniques for effective writing in; emails, logbooks, business memos, and letters that involve aviation maintenance related material and personnel. This is an excellent course to improve relationships, productivity, and safety.



**FAA Accepted Number:  
C-IND-IM-101105-K-006-13**

## CURRICULUM (8 hours)

SUBJECT	HOURS
Introduction	0.5
What is Communication?	0.5
Problems Communicating	1.0
Effective Writing Techniques	2.0
Lunch	0.5
Fundamentals of Electronic Communication	2.0
Log Book Writing	1.0
Effective Request for Proposal Writing	0.5
<b>TOTAL</b>	<b>8 Hours</b>

## OTHER AVAILABLE COURSES:

- **AIMM Initial (40 hours)**
- **AIMM Refresher (24 hours)**
- **MRM For First Line Supervisors (16 hours)**
- **Aviation Customer Service (16 hours)**
- **Aviation Finance for Technicians (8 hours)**

For more information, please contact:



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