

# PROFESSIONAL DEVELOPMENT



## EFFECTIVE WRITING AND COMMUNICATION

### Professional Development

Communication is the basis for all interpersonal skills.

This 8-hour course will identify the key elements of effective writing and communication skills that will help deliver concise, positive results. The course provides in-depth techniques for how to write more effective emails, logbooks, business memos and letters, and other correspondence that involve aviation maintenance-related material and personnel. Our Effective Writing and Communication course will enhance the aviation technician's personal enrichment, perception, and future success.

This course will effectively improve interpersonal relationships, productivity, and operational safety.

**Course Length**  
**1 Day (8 Hours)**

FAA IA Acceptance Status:

Approved



Other GLOBALJET courses available for your aviation career path of success:

#### Professional Development

*AIM*

*AIM Refresher*

*MRM*

*MRM Refresher*

*Project Management*

*Aviation Customer Service*

*Aviation Fundamentals*

*Essentials for the Aviation Professional*

*International Etiquette*

*Aviation Finance*

<u>SUBJECT</u>	<u>HRs</u>
Introduction.....	1.0
Communication Basics.....	1.0
Communication Problems.....	1.0
Seven Steps to Effective Communication .....	2.0
Writing Effective Emails .....	2.0
Document Standards .....	1.0
Appendix	
<b>TOTAL</b>	<b>8</b>

**For more information on this Effective Writing and Communication course, please contact:**

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