

PROFESSIONAL DEVELOPMENT



EFFECTIVE WRITING AND COMMUNICATIONS

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 effective writing in e-mails, logbooks, business memos and letters, and other correspondence that involve aviation maintenance-related material and personnel. Our Effective Writing and Communications 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 Approval Code:

C-IND-IM-130607-K-006-084



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

Professional Development

AIM

AIM Refresher

MRM

MRM Refresher

Project Management for the Aviation Professional

Aviation Customer Service

Aviation Fundamentals

Essentials For The Aviation Professional

International Etiquette

Aviation Finance

SUBJECT	HRs
Introduction.....	0.5
What is Communication?	1
Problems Communicating	1
Effective Writing Techniques.....	2
Fundamentals of Electronic Communication	2
Log Book Writing	1
Effective RFP Writing	0.5
TOTAL	8

For more information on this Effective Writing and Communications course please contact:

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