

PROPOSALS THAT WIN

**APRIL
2**

Stop spending countless hours on paperwork and learn to write proposals and grant applications that will get you the most money in less time!

8:30 am - 4:30 pm
Full-day workshop

WHY ATTEND?

LEARN THE KEYS TO WRITING SUCCESSFUL BUSINESS PROPOSALS

Proposals are a major deliverable for any organization seeking internal or external funding. Unfortunately, many technical and scientific professionals are not confident in their writing skills. Even with modern communication and automation tools, a proposal is still the main way firms distribute their ideas and findings.

This training session will cover techniques that are ideal for writing proposals that can effectively sell your ideas, discoveries and solutions. There will be time to incorporate the techniques into an existing proposal so bring samples of current documents or a work-in-progress.

SESSION OBJECTIVES

By the end of the course, participants will be able to:

- * Understand the proposal writing process
- * Present the most important information for the audience at the very beginning
- * Write a clear, concise, and complete Executive Summary
- * Structure content in a logical format
- * Follow a prescribed writing process
- * Ask questions to understand the audience's needs
- * Structure various types of proposals
- * Correct common spelling and grammar errors
- * Use simple sentence structure and language for readability
- * Edit your own and others' writing

There will be time to incorporate the techniques into an existing proposal so bring samples of current documents or a work-in-progress.

REGISTRATION

LOCATION

Innovation Place

Golden Room, Atrium Building
101-111 Research Drive, Saskatoon

SPECIAL PRICE: \$220

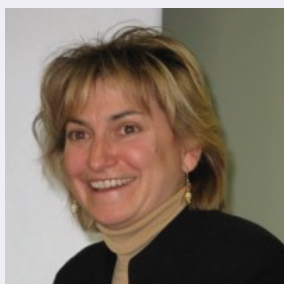
SAVE \$500 OFF REGULAR PRICE

FOR MORE INFORMATION

Contact Racquel Baert
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REGISTER NOW!

ABOUT THE INSTRUCTOR



Lisa Moretto is the President of RGI International, Inc. with offices in Winnipeg, MB and Rochester, NY. She has 23 years of experience teaching business and technical communication courses for government agencies, private corporations, consulting firms and professional societies. Her courses consistently receive positive reviews. She is an engaging and interactive presenter.

She has co-authored four books with Ron Blicq: *Get to the Point!*, *Guidelines for Report Writing*, and *Technically Write!* with Prentice Hall, and *Writing Reports to Get Results* with the IEEE Press.