



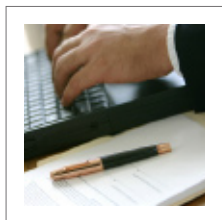
Improving Performance

Course Summary:

We offer a unique and proprietary “Idea Management” technique to effectively improve all styles of written communication.

“Writing for Impact” is an established and recognized Human Resources Management tool used by Fortune 500 Companies to improve employee performance across a wide spectrum of professional writing requirements. Its function is also broadly applicable to intelligence analysis documents, technical publications, problem solving, task forcing and brain storming sessions.

This valuable writing method offers instant performance applications to intelligence or law enforcement collectors and analysts who need to process and relay vast amounts of data under considerable time limitations. It presents an effective system to ensure collectors properly communicate all capture data obtained during a source meeting. It also facilitates the writing and editorial process of intelligence and technical assessments to improve document clarity.



Target Audience:

Management, Human Intelligence (HUMINT) Collectors, Intelligence Analysts, Law Enforcement Personnel

Requirements:

Participants must come to the demonstration with a personally relevant work-related topic to explore and develop (within client dictated security guidelines)

Course Length:

1 day



This course is taught by an expert presenter who for the past seventeen years has led writing and idea management seminars to government organizations, corporate institutions and universities. The course is specifically designed to minimize the gap between training and “real world” tasks by addressing individual writing requirements.

This Course Addresses:

Strategic Planning of a Document

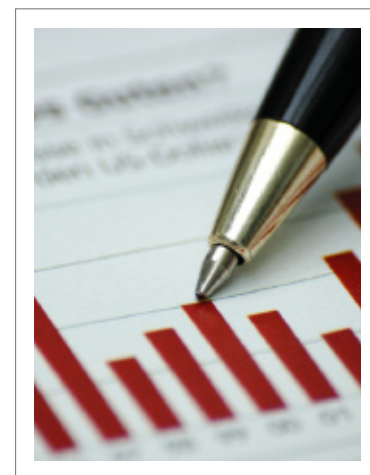
Idea Management and
the Writing Process

Idea Discovery and Organization

Application of a Writing System to
Real World Document Production

Designed to Provide Your Staff with Immediate Improved Writing Techniques to Produce:

- ▶ Collection Reporting
- ▶ Intelligence Analysis
- ▶ Technical Publications
- ▶ Policy and Official Memorandums
- ▶ Employee Evaluations



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