Essential Skills Classes Offered by Training & Development

UC Davis Health System's Training and Development unit provides hundreds of unique offerings designed to assist employees in achieving their individual career goals. Toward this end, our team is pleased to announce the return of class offerings that will help employees to excel within their varied areas of expertise. These classes will assist learners in developing valuable skills pertaining to Email Etiquette, Grammar Skills & Essentials, and Effective Business Writing. All three classes are facilitated for Training and Development by an instructor from New Horizons Computer Learning Center.

Course Details:

Class Name: Email Etiquette (#06842)
Class Date: Monday, October 17, 2011
Class Time: 8:30 AM - 4:00 PM
Location: Ticon III, Room 2400

Through a combination of policy and best practices discussion, this class will provide instruction to employees related to proper email etiquette. Topics include email basics, email policies, features and security, working with email messages, authoring effective emails, "netiquette" guidelines, and composing online correspondence.

Class Name: Grammar Skills & Essentials (#06843)
Class Date: Wednesday, November 9, 2011
Class Time: 8:30 AM - 4:00 PM
Location: Ticon III, Room 2400

In this course, attendees will receive a rundown of essential grammar skills, helping to improve business writing. Topics include fundamentals such as the basic rules of English grammar, identifying common grammatical errors, and related methods of improving and refining business writing style.

Class Name: Effective Business Writing (#06844)
Class Date: Wednesday, November 30, 2011
Class Time: 8:30 AM - 4:00 PM
Location: Ticon III, Room 2400
This course offers effective strategies to sharpen your writing skills. Attendees will learn the nuances of structuring ideas logically, exercising diplomacy in letters and reports, and shaping the content of your writing to effectively shape and convey your message. Topics include writing email and other electronic communication, writing effective business communication, and crafting business letters.

Registration

To attend any of these courses, please log in to the UC Learning Center at http://lms.ucdavis.edu and search for the applicable course number (located next to the course title above). Select the session you wish to attend from the search results, and click on the Register button.

Training and Development provides professional development, training & related services to all employees of UC Davis Health System. "Like" us on Facebook at to stay abreast of classes offered, workshops, special events and announcements. For more information, please contact the Training and Development staff at 916-734-2676 or visit our website at http://www.ucdmc.ucdavis.edu/hr/training.