




Writing Skills for Promotional Processes

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| <p>Instructor Mary Sovick</p> <p>Mary is a retired firefighter from South Metro (Denver) Fire Rescue Authority; an evaluator for promotional processes; a national trainer, author, editor, and speaker; and an adjunct instructor for the National Fire Academy.</p> |  | <p>To Register</p> <p>Visit <u>www.firelinetraining.com</u></p> <p>or call Mary at 970.493.1414</p> |
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Upcoming Zoom Class Options

January 21 & 22, 2025

The same class is offered each day.

8:30 a.m. – 2:30 p.m. Mountain Time

Includes a half-hour lunch break

Cost: \$195 for one day

Many candidates bring multiple strengths to promotional processes, but find themselves unable to professionally convey and explain (in writing) what they know, what they've done, what they've learned, or what they would do to solve assigned problems. The content is useful for anyone who must write at work, even if not preparing for a promotional process.

This course instructs participants on these topics:

- ◆ How to quickly gather details for responses
- ◆ How to organize those responses
- ◆ How to construct coherent responses
- ◆ How to manage spelling and punctuation issues

Comments from seminar participants

"My writing skills have improved immensely since taking Mary's classes. I know her training helped me on my last assessment center."

CO Steve Christen, Colorado

"This was a fantastic course. I learned valuable skills that I intend to implement immediately."

FF J Johnson, Colorado