




## ***"Ignite Your Writing" Seminars***

<b>Instructor Mary Sovick</b> 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.		<b>To Register</b> Visit <b><u><a href="http://www.firelinetraining.com">www.firelinetraining.com</a></u></b> or call Mary at 970.493.1414
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### **Two Upcoming Zoom Class Options**

<b>Writing Skills for Promotional Processes</b> <b>December 1</b> <b>8:30 a.m. – 2:30 p.m. Mountain Time</b> <b>Includes a half-hour lunch break</b> <b>Cost: \$195</b> 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, even if not preparing for a promotional process. This course instructs participants on these topics: <ul style="list-style-type: none"><li>◆ How to quickly gather details for responses</li><li>◆ How to organize those responses</li><li>◆ How to construct coherent responses</li><li>◆ How to manage spelling issues</li></ul>	<b>Simple Tips to Strengthen Report Narratives</b> <b>November 30</b> <b>9:00 – 1:00 Mountain Time</b> <b>Cost: \$99</b> The session focuses on strengthening the narrative portion of fire and EMS reports. Find answers to these questions: <ul style="list-style-type: none"><li>◆ How should I organize my report narratives?</li><li>◆ How can I figure out what is "enough" information?</li><li>◆ What do I do about my spelling &amp; grammar issues?</li><li>◆ How can I provide feedback to others' reports when I'm not sure about the quality of my own?</li><li>◆ How can our department provide consistent feedback when reports are reviewed by different people on different shifts?</li></ul>
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### ***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*