




## ***“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 a former 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>Strengthening Report Narratives</b> <b>November 19</b> <b>10 A.M. – 2:00 P.M. 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 and more: <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></ul>	<b>Writing Skills for Promotional Processes</b> <b>November 21</b> <b>10 a.m. – 4 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>
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***If you would like to bring either of these classes to your area, please contact Fireline at 970.493.1414***

### ***Comments from seminar participants***

*“I want to...simply say “Thank you” for your professional help with our Fire Officer Program here in Maine. We hope you will come back.” Jim Graves, Director of Fire Training, Maine Fire Service Institute*

*“This class is extremely useful for anyone attempting to promote in the fire service.” Kirk Hallan, FFFPD*