



## Writing Skills for Promotional Processes

*Fast-moving, lighthearted, content-filled seminar*

*The seminar instills confidence and addresses the professional writing needs of members of the fire & EMS services.*

**June 12**

**9:00 a.m. – 3:30 p.m.**

**South Metro Joint Services Facility**

17801 E. Plaza Drive

Parker, CO 80134

**Cost: \$125**

To register, visit [www.firelinetraining.com](http://www.firelinetraining.com) or  
call Mary at 970.493.1414.

Deduct \$5.00 from total for registering & paying  
on or before Friday, June 1.

### *Why attend a writing class?*

**Promotional preparation** – Become a stronger candidate. Weak writing skills translate to lower scores in many promotional processes. Well-written documents give candidates an advantage.

**Self-respect, self-confidence, & professionalism** – Strengthen your written image, which reflects upon your professional image.

**NFPA Standards** – Meet the writing requirements that appear repeatedly in NFPA 1021 substandards.



### *About the instructor - Mary Sovick*

Mary is an evaluator for promotional processes, a retired firefighter from South Metro Fire Rescue Authority; a national trainer, author, editor, and speaker; and an adjunct instructor for the National Fire Academy and CSU.

### **Course Description**

#### **Writing Skills for Promotional Processes**

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 learned, or what they would do to solve assigned problems.

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 handle spelling and grammar issues.**

**What if no training funds are available?** Invest in yourself. If writing is a weakness, you need this content.

### **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*

*"I received much more from this class than I had anticipated. I am pleased with what I learned and my writing will be more effective because of you." FF Kyle Farquhar, Colorado*

## Registration Form

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Fire department or organization name \_\_\_\_\_ Rank \_\_\_\_\_  
Phone number \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
P.O. # \_\_\_\_\_ or amount enclosed \_\_\_\_\_

**Checks payable to:** Fireline Training and Consulting

**Mail to:** 750 Havel Avenue, Fort Collins, CO 80521

**Space is limited. Early registration by June 1 recommended**

**I want to register for:**

For information or to register by phone, call Mary Sovick (970) 493-1414

☐ June 12 – 9 - 3:30, \$125

**Between May 11-30, use email rather than the phone to contact Mary.**

To register & pay online, visit <http://www.firelinetraining.com/>

Contact by e-mail at [msovick@frii.com](mailto:msovick@frii.com).

Cancellation policy: Refunds granted until June 1 - After June 1, 50% refunded.

No refund for no-shows.

Walk-ins welcome on a space-available basis. I recommend calling beforehand to confirm availability.