



## Editing For Managers

### Program Overview:

It's your reputation, but it's not *your* writing. This time-saving program teaches managers what to look for, how to edit a direct report's writing, and how to coach others for future improvement to reduce multiple revisions.

### Target Audience:

Managers who must edit, critique and improve their subordinates' writing.

Number of Participants: 15 maximum

Program Length: 1 day

A recommended option provides participants with individual follow-up coaching in person or by electronic means. This takes place a couple of months after the regular program. It involves one half hour of intensive review of samples of the manager's own writing and of those of others that he or she has edited. In addition, how to address the challenges of coaching others' writing are discussed.

### Learning Outcomes:

As a result of this training program, participants will be able to:

- Reduce the amount of time they spend in editing and their staff spends in rewriting
- Determine what to change and what to leave alone in reviewing writing
- Improve the quality of staff's writing by teaching them to eliminate repeated errors and write more effectively
- Give feedback more constructively and in a way that can reduce staff members' defensiveness
- Apply objective criteria for evaluating writing



### **Course Outline:**

1. How to Plan and Organize Ideas (content)
  - Specific steps to employ when organizing writing and producing a final outline on a job-related topic
2. Paragraph Development
  - How to get sentences to flow
3. How to Evaluate an Outline
  - Participant Project:  
Participants will use a post-writing checklist to evaluate their own outlines and each other's outlines in pairs
4. Three Basic Editing/Reviewing Principles
5. How to Teach Staff to Improve the Organization of Their Writing
6. Giving Clear Instructions and Monitor Staff's Writing Progress
7. Participant Project:  
Participants write a letter or memo using the outline already developed in class
8. Evaluating Writing
  - Participant Project:  
Participants evaluate their own writing and then each other's writing in pairs
9. How to Teach Staff Members to Improve the Style of Their Writing

### **Materials Include:**

Participant manual

### **Course Tailoring:**

This program can be tailored to meet specific corporate and participant needs, including the following:

- Inclusion of company or team-specific discussion topics and examples
- Realignment of course content to better support your critical learning outcomes
- Adjustment of course duration to meet your time constraints