

Ignite Your Writing Seminars

Fast-moving, lighthearted, content-filled seminars

The seminars instill confidence and address the professional writing needs of members of the fire & EMS services.

February 5, 6, & 7

Adams Cty FPD Training Center

901 E. 68th Ave.

Denver, CO 80216

To register, visit
www.firelinetraining.com or
call Mary at 970.493.1414.



Fees

\$85 for half-day (Feb. 6)

\$119 for one day (Feb. 5 or 7)

\$189 for attending 1 1/2 days

\$215 for attending Feb. 5 & 7

\$299 for all three sessions

Deduct \$5.00 from total for registering &
paying **on or before Tuesday, January 29.**

Feb. 5: Basic Business Writing Skills for Fire & EMS

9 – 3:30

Feb. 6: Tips to Strengthen Report Narratives

9 – 12:30

Feb. 7: Writing Skills for Promotional Processes

9 – 3:00

Why attend a writing class?

Self-respect, self-confidence, & professionalism -Your written image reflects upon your professional image.

Promotional preparation – Become a stronger candidate. Weak writing skills translate to lower scores in many promotional processes.

NFPA Standards – Meet the writing requirements that appear repeatedly in standards for most positions.

About the instructor - Mary Sovick

Mary is 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 Colorado State Univ.

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

"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

Basic Business Writing Skills for Fire & EMS

This class respectfully and enjoyably introduces or reviews the following topics:

- ◆ Basic technical writing skills for a variety of firehouse reports and other documents
- ◆ Techniques to overcome writer's block
- ◆ A fun & painless review of basic grammar, punctuation, and sentence structure
- ◆ Tips for dealing with weak spelling skills
- ◆ Tips to proofread and edit quickly and effectively

Tips to Strengthen Report Narratives

The session focuses on strengthening the narrative portion of fire and EMS reports. Find answers to these questions:

- ◆ **How should I organize my report narratives?**
- ◆ **How can I figure out what is "enough" information?**
- ◆ **What do I do about my spelling & grammar issues?**
- ◆ **How can I provide feedback to my crew's reports when I'm not sure about the quality of my own?**

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.**

Registration Form

Name _____ E-mail _____
Fire department or organization name _____ Rank _____
Phone number _____ Fax _____
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 January 29 recommended

(Remember to deduct \$5 for early registration.)

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

I want to register for:

- Feb. 5: 9 - 3:30, \$119
- Feb. 6: 9 - 12:30, \$85
- Feb. 7: 9 - 3:00, \$119
- 1.5 days - \$189
- 2 full days - \$215
- All 3 days - \$299