



NEW CONCEPTS MANAGEMENT SOLUTIONS, LLC

Official Military Correspondence Course

Whether you are preparing official correspondence or reviewing correspondence for completeness and conformity, this training workshop will show you how to locate and access applicable web-based policies and guidelines that identify the requirements for the efficient and effective preparation of quality correspondence that is consistent in style and format.

Workshop Content

This one-day interactive workshop provides attendees an overview and familiarization of web-based sources and requirements relating to the preparation of official military correspondence.

Course includes demonstrations on how to navigate, locate and access web-based publication and source information and facilitation on the preparation and review of specific correspondence (the Official Memorandum and the Staff Summary Sheet/Package).

Who Should Attend

Personnel (i.e. managers, supervisors, executive officers, secretaries, administrative assistants), who are responsible for preparing and/or reviewing official military correspondence.

Prerequisites

Experience in the use of computer applications and the World Wide Web.

Workshop Goals

- Standardize, as appropriate, the preparation and distribution of official military correspondence
- Understand structure and formatting requirements.
- Review and evaluate correspondence; identify deficiencies and take or ensure corrective action.

Cost

*Group Rates Available
* CALL for Quote **