

**Objective Workplace Writing** **©***Learning Outcomes.*

**At the end of this training your staff will:**

**#1.** Understand the core concepts of defensible documentation.

**#2.** Learn terms, phrases and language to avoid when writing at work.

**#3.** Recognize how to defensibly correct mistakes when writing.

**#4.** Appreciate how facts are more effective than personal opinion when documenting incidents.

**#5.** Understand how to properly document statements from others.

**#6.** Understand how to properly document profanity.

**#7.** Know how to correctly document decisions.

**#8.** Learn to properly document incidents.

**#9.** Understand how to objectively refer to themselves in workplace writing.

**#10.** Recognize how to properly describe actions.

**#11.** Learn how to defensibly continue writing.

**#12.** Discover how to properly add forgotten information to a workplace document.

**#13.** Understand how to use de- identification to protect confidentiality.

**#14.** Have a resource to call for further help or information.

**Time for delivery: 2- 2.5 Hours, including Q & A.**

**To book your Objective Workplace Writing Training or for a quote contact:**

**Julian Toy H.S.C. R.S.S.W. Substance Abuse Professional**

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