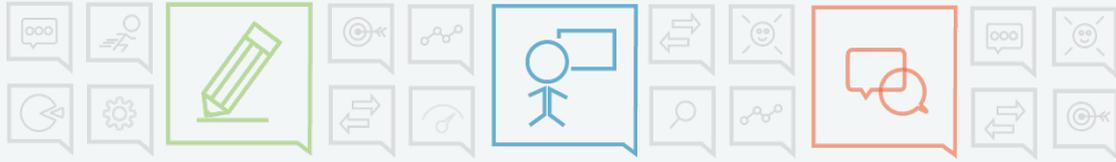




Clarified Concepts

Karen Lane
CEO & Senior Trainer
karen@clarifiedconcepts.com
206-661-9553



Training employees to *write, present* and *communicate* simply and clearly



We start with **understanding you and your organization.**

We collaborate with you to **choose the right training.**

We take a **participant-centered and results-focused approach.**

We provide participants with **tools and reference guides.**

We **track progress against shared objectives.**

Where are you today and where do you want to be tomorrow?

We design and tailor workshops to your specific objectives.

Participants remember more by doing. They practice what they learn in class.

Customized workbooks and cheat sheets make it easy to apply training back on the job.

We survey participants and check back at a pre-defined interval.



15 years of experience serving organizations around the world that rely on clear and concise communication:



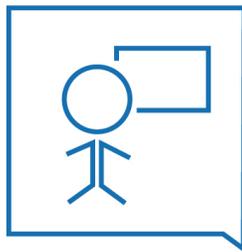
"I recommend that all personnel in any tech field attend this course. Their writing skills will be enhanced exponentially."
– QA Inspector, U.S. Armed Forces



Writing Workshops

Communicate complicated concepts clearly and correctly so your message is understandable and relevant to your audience.

2-Day	1-Day	½ Day	Lunch & Learn	Workshop
■	■	■		Business Writing
■	■	■		Technical Writing
	■	■		Plain Talk
■	■			Grammar, Editing and Proofreading
		■		Ridiculously Effective Email
		■	■	Common Grammatical Mistakes



Presentation Workshops

Master critical presentation skills. Learn how to develop your content, deliver your message with confidence, and get the response you want from your audience.

3-Day	2-Day	1-Day	½ Day	Lunch & Learn	Workshop
		■	■	■	Effective Visual Aids
			■	■	Presentation Pointers
	■	■			Presentation Excellence
■					Mastering Presentations
	■	■	■		Clear and Compelling Data Presentations



Communications Workshops

Communicate clearly and collaborate effectively with co-workers and customers. Enjoy a healthier, more productive work environment by understanding differences in behavior, judgments, expectations and attitudes.

2-Day	1-Day	½ Day	Lunch & Learn	Workshop
■	■	■		Effective Communication Skills
■	■			Communication Skills for Technical Professionals
		■	■	Listening Skills
		■	■	Solving Issues and Making Decisions
		■	■	Working with Generational Differences