# Writing to Get Things Done®
Effective Communication for Successful Leadership

In partnership with the BERRY Writing Group, the experts on business writing, Vado is pleased to announce our newest Toolkit. The Writing to Get Things Done® (WGTD) Toolkit combines the business writing expertise from the BERRY Writing Group with the instructional design of Vado's courses.

Writing to Get Things Done® Toolkit will improve productivity by teaching how to use writing as a powerful tool for getting things done. Students will improve their on-the-job writing skills—writing clear, easy-to-read emails, letters, memorandums, meeting minutes, procedures, trip reports, and technical reports.

Who will benefit from this Toolkit

This Toolkit is for everyone who needs to meet important deadlines and keep projects on target, including professionals and leaders such as lawyers, engineers, analysts, managers and leaders.
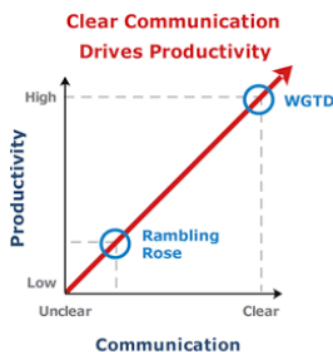
The WGTD® Toolkit helps learners know how to:
- Clarify thoughts before writing.
- Separate the readers' needs from the writer's needs.
- Use the inverted-pyramid principle of organization.
- Use a listing paragraph format to highlight key ideas.
- Use the language of getting things done vs. business speak.
- Develop a professional tone that encourages cooperation.
- Use our three models of organization for all business writing/emails.
- Write technical information to non-technical people

Introducing the BERRY Writing Group

During the past 35 years, the BERRY Writing Group has taught *Writing to Get Things Done®* (WGTD) to over 55,000 corporate and government employees.

The Toolkit is based on material from five books that **Mr. Berry has written or co-authored on business writing:** *Writing to Get Things Done, Writing and Polishing Effective Procedures, Taming the Wild Grammar Beastie, Getting Your Ideas Across When Speaking, and Writing for Conviction for Law Enforcement Professionals.*

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WGTD® Course List

Course Title	Course Result
Effective Business Communications	Know and use the three components of effective business communication
Separating Readers' and Writers' Needs	Be able to separate the readers' needs from the writer's needs
Identifying Ineffective Writing Styles	Identify ineffective writing styles
Using the Reporting Process	Use the reporting process when creating written communications
Selecting the Best Writing Model	Know how to select and use the best writing model for presenting your thoughts and ideas
Write Effective Opening Paragraphs	Be able to write an effective opening paragraph
Effective Middle and Closing Paragraphs	Write an effective middle and closing paragraph
Forecasting Subject Lines	Be able to write a concise and effective forecasting subject line
Most Common Business Writing Model	Know how to use the writing model required for about 80% of your writing
Writing Model for Reports and Documents	Use the writing model required for long documents, such as reports and manuals
Writing Style and Tone	Know how to use an effective writing style and tone
Effective Emails	Assess the quality of your emails