

Message

From: Maia Chase [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=550B0BC1EC75435D82ACE9FEAD231835-MAIA CHASE]
Sent: 2017-06-27 2:51:13 PM
To: Tam Wagner [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=70ad853871354761a98848de59c4c792-Tam Wagner]
Subject: RE: Business Writing Course: Request for writing samples by noon Thursday
Attachments: RE: FERC Reliability Technical Conference; Offer Caps in Markets Operated by RTOs and ISOs.docx; RE: OPG Payment Amounts - Update

Tam

Here are my samples.

Let me know if you need anything else.

Maia

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From: Tam Wagner
Sent: June 26, 2017 2:10 PM
To: Maia Chase; Phillip Chisulo; Miriam Heinz; Adrian Pye; Hanna Smith
Cc: Beverly Nollert
Subject: Business Writing Course: Request for writing samples by noon Thursday

Hi team!

I've received Mike's approval to work with Carol to develop a custom business writing workshop for our team. With this workshop, I'm looking to focus on developing clear, concise and compelling writing skills given the nature of the work in Regulatory Affairs. For example, how do you take large evidence packages, OEB policy papers, FERC Notice of Proposed Rulemakings, etc. and distill it down to the relevant information for broader consumption (including senior management and executives) while still making it clear and concise? What do you need to focus on when preparing briefing materials for senior management or executives to deliver a compelling argument for a specific position the organization should take?

The workshop would include:

- Submission of individual writing samples in advance to create a tailored workshop;
- A half-day (9 a.m. – 1 p.m.), instructor-led workshop; and
- 1-on-1 follow-up with each participant, if required.

I had a conversation last week with Giles Atkinson who will be helping to develop this workshop. To kick this off, Giles is looking for writing samples from each of us to determine what the areas of focus for such a workshop should be. If you could **provide me with two or three writing samples** that covers the above (whether it's in actual briefing note or memo format or if it's just in an email), that would be greatly appreciated. Please send this to me **by noon Thursday** and I can pull this together for Giles. As we customize this workshop, Giles may also reach out to you to determine what areas you want to focus on as well – I will keep you posted on when you should be hearing from him.

Let me know if you have any questions.

Thank you,
-Tam-

