

## Writing Your Professional Biography

This four-hour writing training course is designed for those who must present their credentials and accomplishments to both internal and external decision makers. Writing training participants will generate their own "database" of career information, draft their consulting biography, and receive peer and instructor feedback on that biography. As an optional follow-up two weeks after the writing training workshop, participants will forward a draft of their biography to the writing training course instructor for a final critique.

### Key Objectives

- Generate a "personal database" of career credentials and accomplishments
- Identify differences between a résumé and a consulting biography
- Organize and select appropriate information for both internal and external biographies
- Draft a clear, concise measurable accomplishment statements
- Create eye-appeal and edit for readability

### Who Should Attend

Anyone who must write a biography to win either client contracts or internal assignments/projects

### Materials/Texts

All participants will receive a copy of the guide *Writing Your Professional Biography*, along with job-aid cards.

### Class Size

15-20 in a workshop setting; larger groups with additional facilitators