



Biz Tips

bringing high-content training to your workplace

Business Writing Updates (biz tips) are a free, weekly electronic publication that contains valuable business writing tips.

Several thousand people across many organizations enjoy this service.



For over 20 years, J Watson Associates Inc. has delivered specialized training to Canada's corporations and all levels of governments.

The 75 plus workshops we offer address the most frequently-requested topics. All workshops are delivered on the customer's site and are customized with exercises, case studies and business language specific to the client.

Our workshop leaders are both seasoned trainers and subject-matter experts. Their specialized knowledge separates them from the generalists in the industry. Many of our trainers are conference keynoters, have written books and articles in their field of expertise, and have been interviewed on radio and TV.

If you have a need for a workshop outside of those listed, please contact us so we can assist in addressing your training needs.

We also offer a variety of support services:

- Personalized coaching
- Writing and editing services
- Complimentary articles for newsletters
- Books

J Watson Associates Inc. is known for bringing high-content training to a workplace.

FAQs

Who are your clients?

Ninety-five per cent of our clients are based in Canada. Many are in the Fortune 1000 and most of our clients have 75 or more employees.

Can workshops be tailored to our needs?

The workshop outlines posted on the website can be the starting point for workshop content. Often, clients request less emphasis on some sections and greater depth in others. This is all part of our service.

Do you offer public workshops?

No. We specialize in delivering customized workshops on your organization's site.

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*bringing high-content
training to your workplace*

*delivered
by subject matter experts*

Workbooks

All workshops are supported by comprehensive manuals. They are digitally printed for a professional look.



Certificates

All workshop participants receive a course completion certificate after submitting their workshop evaluation.



Tip Sheets

At the end of each workshop, participants are given a laminated tip sheet.

These take-aways remind participants of the key learnings and help them practise their new skills.



Workshops Available

Our 75 plus workshops are listed on the website under the following headings for easy access:

- Administrative Professional Training
- Business Writing
 - Writing Essentials
 - Grammar
 - Report Writing
 - Scientific/Technical Writing
- Communication Skills Training
 - Listening
 - Presenting
- Company-Wide Training
 - Humour
 - Wellness
- Leadership and Team Building
- Management Training
- Project Management Training
- Sales & Customer Service Training
- Time Management Training

What They're Saying

"The instructor's sense of humour was wonderful! Laughter and learning go hand in hand."

Ron Mayer, Canadian Depository for Securities

"Very organized good information! I am excited to apply these techniques."

Judy Dattilo, Ontario Realty Corporation

"Thank you! Customizing the workshop to our needs was great - your knowledge of our situation was appreciated."

Natasha Lovenuk-Markham, Ministry of Citizenship and Immigration

"I enjoyed the class participation and the facilitator was great, positive."

Lena Mastromarco, Hoffmann-La Roche

"Excellent content. The exercises were valuable in demonstrating the points made. The instructor was also very clear in presenting the materials."

Jane Dale, Queen's University