

# Better Reviewing and Editing

How much time and energy does your team devote to reviewing and editing? And how often is that time and energy rewarded with improved documents?

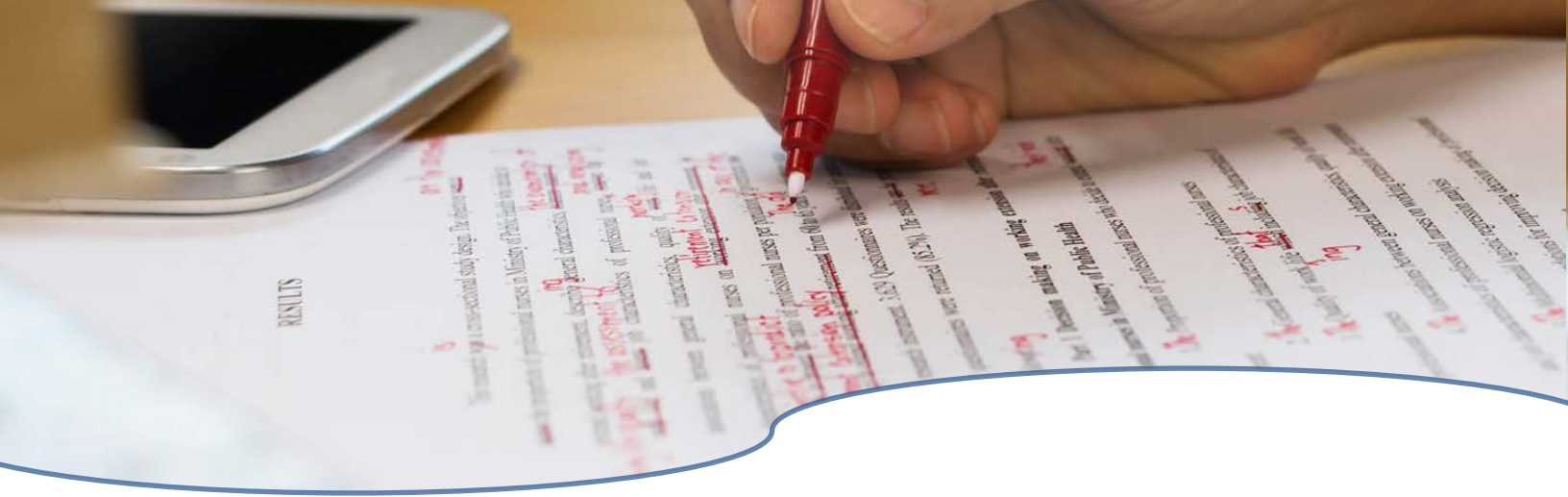
In most of the organizations we've worked with, we often find a broken review process. The process isn't standardized, which results in lots of wasted time spent reviewing; comments aren't useful because they focus on "pet peeves"; and writers are frustrated because they don't understand the comments.

The result is typically no real improvement to documents. The good news is that your team can learn strategies to provide better feedback in less time.

Offered as a customized onsite workshop.

## Learning Objectives

- Provide better feedback
- Streamline the editing/review process
- Establish guidelines to ensure a more thorough process
- Create a collaborative environment for reviewing and editing
- Create various reviewing tools
- Edit/review according to standards of readability
- Develop strategies to enhance the review process



# The Hurley Write Difference

We customize all of our workshops using your team's or organization's writing examples. Our proven process will ensure that your team has the strategies to write effective documents.

Hurley Write...	Hurley Write Does <i>NOT</i> ...
Instructors are experts—they have extensive backgrounds in professional writing and teaching	Use “talking heads” as instructors who lack knowledge about writing
Uses your team's documents to meet your specific objectives	Use generic presentations that don't apply to your key document needs
Provides a team experience to ensure ongoing collaboration and learning	Use a cookie-cutter approach
Provides ongoing support after the workshop to ensure concepts are applied in meaningful ways	Offer a “one-and-done” workshop with no follow-up