

Women in Management

Professional Development

Breakfast Workshop

with

Sandra Chrystal

Professor of Clinical Management Communication
USC Marshall School of Business

Let's Talk Email

Putting your best self forward one email at a time.

Join Women In Management (WIM) and USC Marshall School of Business faculty member, Sandra Chrystal for a conversation and workshop about all things related to email. From tone to timing and the all-important subject line, we'll share our experiences of the good and bad of email communication, even tackling the challenge of what to do when you want nothing more than to retract something you sent accidentally.

To facilitate our candid conversation, Professor Chrystal encourages us to bring examples of emails to share and discuss. (Please remove all names to protect the innocent.)

Sandra Chrystal provides her expert insight on this subject to audiences of backgrounds, from corporate clients to USC undergrads. In the Marshall School she teaches a variety of courses including, "Managing Communication and New Media," "Advanced Writing for Business," and "Communication Strategy for Business." She is the recipient of USC's Teaching Has No Boundaries award, Good Neighbor Faculty award, and Marshall's Evan C. Thompson Teaching and Learning Innovation award. Prior to joining USC, Professor Chrystal taught at Clayton State University, Georgia Institute of Technology, and the University of Notre Dame. Before returning to graduate school, she worked for three corporations and owned her own business.

DATE/TIME: Wednesday, November 16 at 8:30 a.m.

PLACE: School of Cinematic Arts – SCA 255

COST: No Charge

RSVP: <http://www.usc.edu/org/wim/>

Bring your own breakfast.

Women in Management (WIM) was formed in 1979 in response to the need for an organization for women in leadership positions at the University of Southern California. Originally composed of about 20 visionary women, WIM now boasts a membership of over 120 women.

<http://www.usc.edu/org/wim/index.html>

For more information, contact Stacy Patterson spatterson@cinema.usc.edu 213-743-1665