

## Women in Management HSC

Professional Development  
Breakfast Workshop with

### Dr. Sandra Chrystal

Professor of Clinical Management Communication  
Vice Dean USC Marshall School of Business

### Creating Your Best Possible Emails

*Conveying your message effectively in the world of the quick response.*

Join Women in Management (WIM) and USC Marshall School of Business faculty member and Vice Dean, Sandra Chrystal for a workshop about everything related to email. From tone to timing and the all-important subject line, we'll share our experiences of the good and the not-as-good of email communication, even tackling the challenge of what to do when all you want is to retract something you sent by mistake.

To facilitate our 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 that include corporate clients and USC graduate and undergraduate students. In the Marshall School she teaches courses including, "Managing Communication and New Media," "Advanced Writing for Business," "Professional Communication for Accounting and Tax Managers," and "Communication Strategy for Business." She is the recipient of USC's Teaching Has No Boundaries award, Good Neighbor Faculty Award, Marshall's Evan C. Thompson Teaching and Learning Innovation Award, and Marshall's Award for Community. 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, January 25 from 8:30 to 9:30 a.m.

**PLACE:** CHP (Center for Health Professions) Conference Room 102  
Health Sciences Campus 1540 Alcazar St., LA, CA 90089

**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>

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