

Tell Your Story Brown Bag series

Writing a Short, Persuasive Request/Proposal

DATE: Wednesday, February 16, 2011

TIME: 12:00 – 1:00 p.m.

PLACE: UPC- School of Cinematic Arts (SCA 255)

COST: Free. Please feel welcome to bring your lunch

RSVP: Donna Buchanan: dbuchanan@fms.usc.edu

- Do you have a great idea at work but can't gain any traction to make it happen?
- Do you have to present a formal request but don't quite know where to start?

This short interactive workshop is designed to help you put your best possible foot forward!
Bring YOUR idea, we'll pick one and work through it together.



Donna Buchanan, Ed.D.

Director, Organizational and Professional Development
 Facilities Management Services, Office of Associate Vice-President

Dr. Buchanan joined FMS as Director of Organizational and Professional Development in May 2007. At FMS, Donna facilitates the FMS strategic plan creation and implementation and collaborates with HR to ensure the alignment of the organizations goals with employee performance goals. She is responsible for the assessment of training needs organization-wide and the implementation of training and professional development programs. Donna also oversees communication and events.

Donna arrived at USC in 2004 to lead the university-wide harassment prevention initiative, conduct professional development courses and provide consultation to departments in organizational development. Dr. Buchanan has taught human development, management and humanities courses at several colleges and graduate programs. She has experience working in marketing, sales and executive training for Procter & Gamble and Fox Television and has served as a consultant for a variety of corporations such as, Coca Cola, Hardees, and the Tacoma News Tribune.

- Future topics: Crafting an Executive Email - Wed., March 30th and Leveraging Linked-in - Wed., June 1st