

# Writing Essentials

## for Clerks, Recorders, & Treasurers

### Overview

By the end of this course, you will be equipped with essential communication & writing skills tailored to the specific needs of CRTs, enabling you to confidently handle various documents & correspondence in your professional roles. Course topics include Communication Basics, Writing Usage for CRTs, and Putting Your Thoughts Together.

This 4.5 hour course is held online via Zoom over 3 weekly meetings.

### Details

<b>Dates &amp; Times</b>	<b>3 Class Meetings</b> Feb 19, Mar 4, Mar 19      3:30 - 5:00pm each date
<b>Certification Hours</b>	<b>Successful course completers will receive a total of 8 hours toward Certified Municipal Clerk and/or Certified Arkansas Municipal Clerk designation.</b>  This includes 4.5 hours of in-class time plus 3.5 hours of out-of-class work time.
<b>Cost &amp; Registration</b>	<b>\$189</b> <a href="#">REGISTER HERE</a>  Pay online via Visa, MasterCard, Discover, or American Express.  Payment by check is also available; instructions are on the registration form.
<b>Instructor</b>	Rachel Gerner works a content strategist at the University of Arkansas. She creates, edits, and optimizes engaging and informative content for the Division of Finance and Administration and collaborates with university stakeholders to ensure that the content aligns with the division's goals, values, and brand identity. As a freelance writer and editor, Rachel has worked with clients from different industries and backgrounds, delivering high-quality content for blogs, social media, grants, resumes, and other creative projects.
<b>More Information</b>	Kim Jones, Institute Director <a href="mailto:kimj@uark.edu">kimj@uark.edu</a> 479-575-6491

### Resources Needed

Participants will need access to Zoom for class times, with a camera. A tablet or computer is recommended for class participation, to best see class components. A computer and Internet access is needed to complete and submit class assignments.

*Join us for this high-impact learning experience!*