

BUILDING A BETTER



BUSINESS WEBINAR

ACEC *New York*

A NON-PDH WEBINAR SERIES FOCUSING ON
BEST PRACTICES FOR SUCCESS

Email: The Seven Deadly Sins

Emails are part of the oxygen of our daily professional lives. They are a primary path of communication and we use them to get things done. Yet given the litigious nature of our world, it is critical to treat this common form of communication with the attention it needs and think very carefully about what we write and why we write it. This three-part program presents examples of self-implicating and subsequently weaponized emails and guidelines for writing appropriate, clearer messages.

Instructor: Thomas M. Mullard, Poole Professional - New York, Inc.

Please note: this webinar does NOT qualify for PDH credit in New York State. However, it may meet requirements for other professional development programs. Check with the administrator of your professional program for more information.

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Date: February 28, 2019

Time: 12:00 PM—1:00 PM

Cost:

\$49 Member | \$99 Non-member

Each registration includes 1 Telephone (Audio) and 1 Internet (Visual) connection (one site connection).

The call-in line is toll free. Multiple connections at one site require an additional site fee.

Equipment: To participate you need a speaker phone to hear the audio, and a PC/laptop with Internet connection for the visual. Individual sites will have the opportunity to ask questions to the presenter.

Cancellations/Changes: If a site fails to connect on day of Webinar, no refunds will be issued. No-show attendees will be charged; however, substitutions are allowed.