
Graduate Pathways to Success/Mitacs Step* Event: Writing Effective Emails (Online)

Access: Multi-day - Can be accessed at any time during **Monday, June 12, 2017 to Monday, June 26, 2017**, and must be completed within the period.

Estimated Completion Time: Approximately 2 – 3 hours

** This session is being offered in collaboration with the [Mitacs Step](#) program. Mitacs Step offers a holistic, interdisciplinary approach to professional skills development. The workshops that are offered provide practical tools in business, communications, and project management through experiential learning from industry professionals in an interactive environment, arming graduate students for success within or beyond academia.*

Workshop Objective

Gain the confidence to communicate effectively and learn valuable ways to finesse your email etiquette.

Learning Outcomes

Your will learn how to:

- Draft concise emails with clear information and direction
- Use email appropriately within the work environment

Key Topic Areas

- Email etiquette
- Explore appropriate and professional usage
- Understanding your target audience
- Common email mistakes
- Calls to action
- Response time

Registration: Registration opens on Monday, May 29th at 9:00am, and closes Monday, June 5th. Graduate students and postdoctoral fellows from all BC post-secondary institutions are eligible to register. Priority will be given to currently registered UBC graduate students. If you are a non-UBC student or a postdoctoral fellow and would like to register, please send an email to: graduate.pathways@ubc.ca after the registration open date/time stated above.

To register, please visit <https://www.grad.ubc.ca/about-us/events/16116-writing-effective-e-mails-online>

Confirmation of registration will be sent within two working days. If you experience any difficulty using the online registration tool, please send a message to: graduate.pathways@ubc.ca

If you have a disability or medical condition that may affect your full participation in the event, please email graduate.pathways@ubc.ca , 604-827-4578, well in advance of the event.

For information on future Graduate Pathways to Success Events, please visit: www.grad.ubc.ca/pathways