

# HURLEY WRITE, INC.

## PHASE 2 PROPOSAL

DEVELOPED FOR EPA

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Hurley  
Write, INC.

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### EXECUTIVE SUMMARY

Following overwhelmingly positive feedback from participants of “Writing for Investigators” (see Appendix A) Hurley Write is pleased to submit the following Phase 2 recommendations.

Courses below are recommended based on EPA’s unique needs; see Appendix B for Hurley Write’s full course catalog.

Course	Description
#1: Establishing an Effective Review Process	<p><b>Need #1: Align standards for written communication between investigators and reviewers to decrease time spent on feedback.</b></p> <p>In this course, your team will learn how to align standards for excellent writing and establish a robust review process that results in better documents and less time spent reviewing.</p>
#2: Writing Usable, User-Friendly SOPs	<p><b>Need #2: Improve upon weaknesses in standard operating procedures (SOP) writing to increase organizational effectiveness.</b></p> <p>In this course, your team will learn process mapping, writing easy-to-follow steps, using language that increases clarity, and more strategies that result in effective SOPs.</p>
#3: Giving Great Presentations	<p><b>Need #3: Develop presenting skills to empower EPA staff to confidently represent the organization and its goals to internal and external stakeholders.</b></p> <p>In this course, your team will learn to plan, prepare, and deliver compelling, engaging presentations. Participants will leave the workshop able to speak with confidence and deliver a clear message.</p>



## CONTACT

We look forward to a continued working relationship with EPA and are confident that implementation of Phase 2 will further support EPA's efforts to align individual communication practices with organizational values.

If you have questions about this proposal, feel free to contact Angie Pennington by email at [angie@hurleywrite.com](mailto:angie@hurleywrite.com) or by phone at (281) 881-9164. We will be in touch to arrange a follow-up conversation.

Thank you,

A handwritten signature in black ink, appearing to read 'Angie Pennington'.

Angela Pennington

Project Coordinator, Hurley Write