CORPORATE TRAINING CATALOGUE

Write Well University™

Contact Information
Write Well University™
Corporate Training Division

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EXECUTIVE SUMMARY

Write Well University™ provides high-quality, on-demand corporate training designed to strengthen workplace writing, communication, and digital competencies. Our courses help organizations improve productivity, enhance communication quality, prepare employees for modern digital tools, and support workforce development at scale.

Whether your goal is to improve writing accuracy, strengthen leadership communication, enhance digital marketing, or upskill employees in AI readiness, our training solutions deliver measurable, organization-wide results.

Our course features are unparalleled:

- 100% online and self-paced
- Accessible 24/7
- Instructor-led through video lessons
- Equipped with quizzes and bonus resources
- Certificates automatically issued at 100% completion

ABOUT US

Write Well University™ delivers professional, scalable workforce training for organizations of all sizes. Our courses are developed by Dr. Ashan R. Hampton, a seasoned educator and distance learning program manager with extensive experience in professional writing, digital skills instruction, and curriculum design.

We partner with corporate, nonprofit, government, and educational institutions seeking to enhance employee performance in communication, writing accuracy, leadership presence, and AI-driven productivity.

GRAMMAR ESSENTIALS JUMPSTART

A foundational course that strengthens core grammar skills for clear, professional workplace communication. Employees learn how to identify and correct common writing errors **while boosting confidence in email writing, reports, and daily communication.**
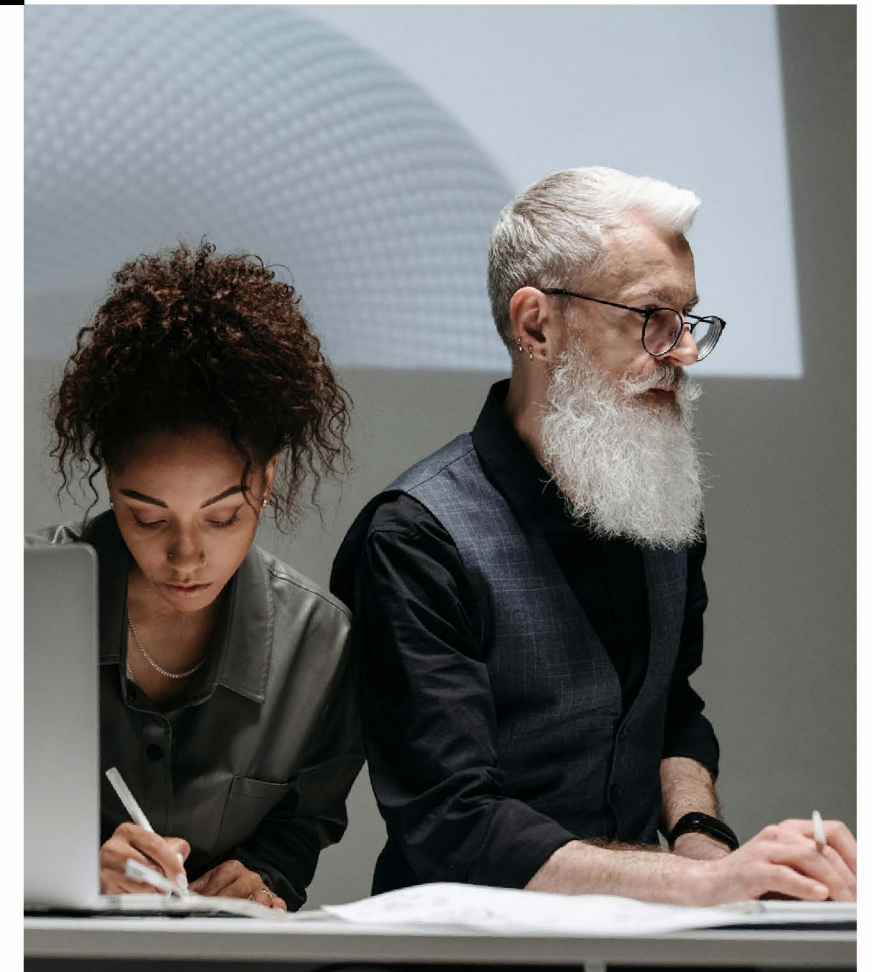
COURSE LINK: GRAMMAR ESSENTIALS

BUSINESS GRAMMAR ESSENTIALS

An advanced grammar course focused on business usage, including capitalization, abbreviations, numbers, word choice, and clarity. Ideal for employees who need to elevate the professionalism and accuracy of their writing.

COURSE LINK: BUSINESS GRAMMAR

WORKPLACE GRAMMAR & STYLE

A comprehensive writing course that blends grammar instruction with sentence structure, writing style, tone, and clarity. Participants learn to write faster, cleaner, and more professionally.
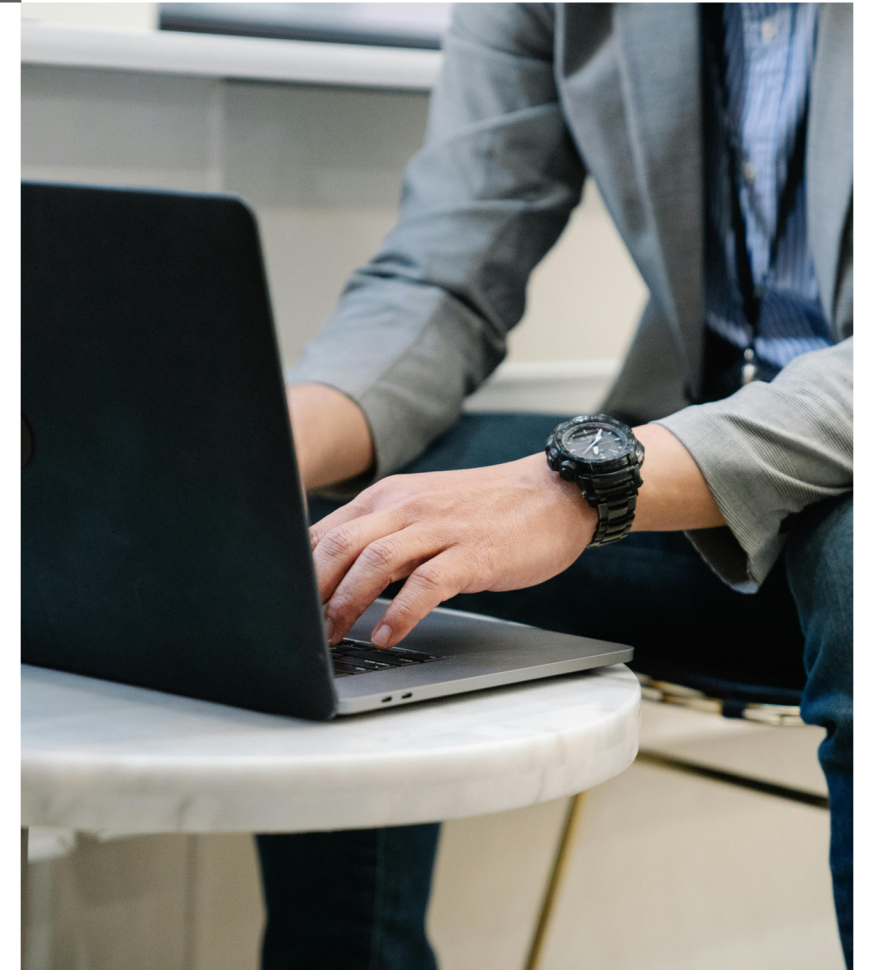
COURSE LINK: WORKPLACE GRAMMAR

PROOFREADING SKILL BUILDER

This course trains employees to detect and correct errors before documents are shared with customers or stakeholders. Perfect for roles that require close attention to detail and brand consistency.

COURSE LINK: PROOFREADING SKILLS

COPYEDITING BASICS 101

A practical introduction to copyediting that explores grammar, AP style, editing judgment, and workflow processes. Essential for communications teams and content-focused departments.

COURSE LINK: COPYEDITING BASICS

GRANT WRITING ESSENTIALS

A full introduction to the grant-writing process, including proposal structure, logic models, required components, and common mistakes to avoid. Ideal for nonprofits, colleges, government agencies, and community organizations.

COURSE LINK: GRANT WRITING

SMARTY PANTS VOCABULARY BUILDERS

A fun, effective vocabulary-building course that enhances communication, strengthens presentations, and improves writing clarity through advanced word usage.

COURSE LINK: SMARTY PANTS

PUBLIC SPEAKING SKILLS & DRILLS

A practical communication course that helps employees build confidence, calm speaking anxiety, improve articulation, and deliver effective presentations.

COURSE LINK: PUBLIC SPEAKING

INCLUSIVE WORKPLACE WRITING

A communication course that teaches employees how to avoid biased language, write inclusively, and support DEI practices through respectful, culturally aware writing.
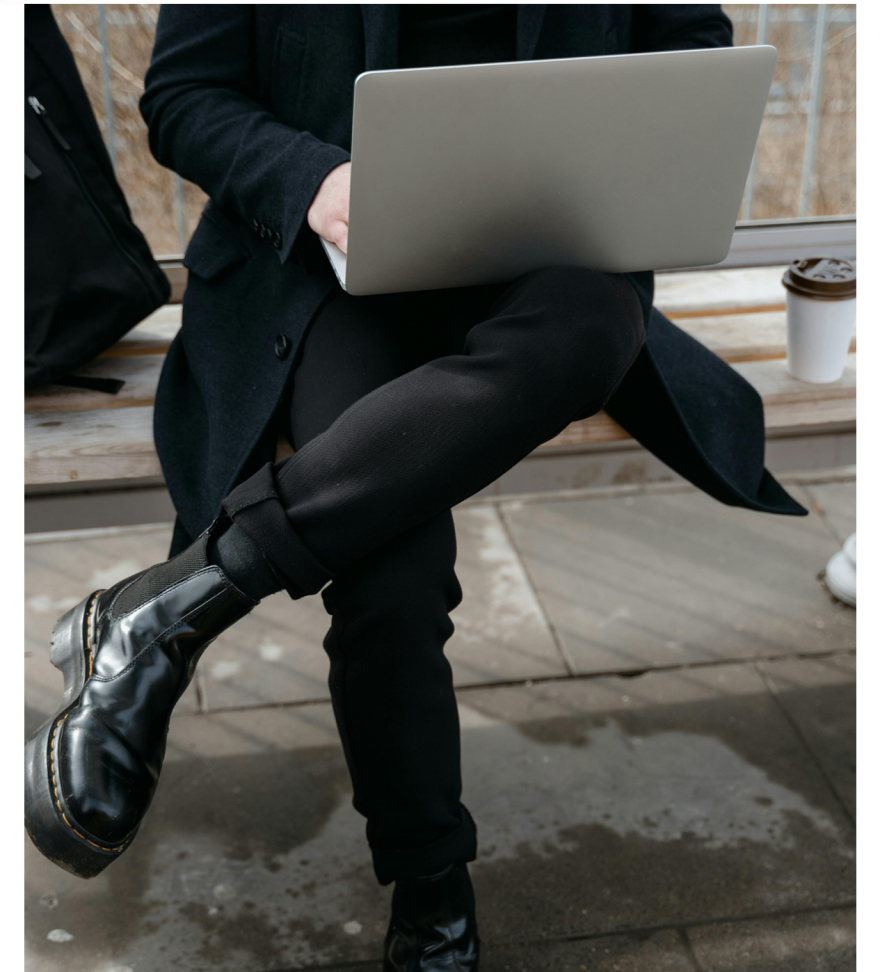
COURSE LINK: INCLUSIVE WRITING

SEO ESSENTIALS FOR SOCIAL MEDIA

A digital marketing course that teaches employees how to use SEO on social platforms to increase content visibility, improve engagement, and support brand growth.

COURSE LINK: SEO ESSENTIALS

PROMPT WRITING ESSENTIALS

A modern AI-readiness course that teaches employees how to write effective prompts for ChatGPT, Gemini, and other AI tools. Improves productivity, creativity, and digital skill readiness.

COURSE LINK: **PROMPT WRITING**

ENROLLMENT
PROCESS

Step 1: Review the enrollment packet and select your courses or bundle.
Choose from individual courses or curated bundles.

Step 2: Choose Access Tier.
- 3-Day Intensive
- 90-Day Corporate License
- 12-Month Enterprise License

Step 3: Receive Invoice and confirm contract.
Once payment is processed, we activate all seats.

Step 4: Submit Participant Roster.
Names and email addresses required for seat assignment.

Step 5: Participants receive registration access Instructions.
After watching the tutorial video, each participant logs in individually and completes the course independently.

Step 6: Receive Certificates.
Certificates issued automatically at 100% completion.
Progress reports available upon request.

The director at Write Well University™ has spent hours streamlining the enrollment process to be as quick and easy as possible.

Once your leadership decides to move forward with our online courses, invoicing and participant registration begins right away. There is no unnecessary back-and-forth through emails. When you are ready, so are we!

THANK YOU!

Please see our corporate enrollment proposal packet for current pricing information.

We look forward to working with your team!

DIRECTOR BIO

Ashan R. Hampton, founder of **Onyx Online Education, LLC**--***Write Well University™***--is currently the State Distance Learning Coordinator for Arkansas Adult Education after serving as an English instructor in higher education for several years.

As of December 2025, Ashan has **completed all course work for her Doctor of Education (Ed.D) in Adult Education Administration** through Capella University with a **4.0 GPA.**

She is also a published author with multiple books on a variety of writing topics. All book titles and ordering information are posted on her website at: **www.arhampton.com.**

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