



Training Materials from WeComply

ACC's Exclusive Alliance Partner for Compliance Training

- ***Classroom Training:*** A PowerPoint version of this course is available free to ACC members through the [ACC Compliance Training Portal](#).
- ***Online Training:*** An interactive, trackable and customizable version of this course is available at a discounted rate for ACC members through [WeComply](#).

Get the PowerPoint File

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Careful Communication Training Course Summary

This 30-minute training course explains eight tips for avoiding – or at least minimizing – the many lurking “smoking guns” of business communication:

- Recognizing that you can't always know your audience;
- Understanding the law that applies to your organization's business;
- Recognizing the limits of your own knowledge;
- Meaning what you say and saying what you mean;
- The closure process;
- Being consistent with record retention;
- Understanding the attorney-client privilege; and
- Working to improve your writing.

For more information, please contact WeComply toll-free at 866-WeComply (866-932-6675), via email at sales@wecomply.com, or on the web at www.ACC.com/compliance