The Importance of Writing & Communication Skills For FMers To Progress In Their Careers

> Mr. Todd Baker DEAMS Functional Management Office SAF/FMF DEAMS 17 June 2020

## Mastering communication and writing is one of the most important Skills for a financial manager and Air Force leader

### FM DEVELOPMENT ROADMAP



## FM DEVELOPMENT ROADMAP



### Writing is one of the most important skills needed to transition from technical to strategic levels

FM non-FM DoD/Congressional leadership

FM 
non-FM AF leadership

FM → FM leadership

Communication skills required

# MORE RELEVANT NOW

Coronavirus

PLEASE PRACTICE SOCIAL DISTANCING

## WRITING STYLES

### One size does not fit all

• Art of the bullet

Coord'd CEP w/AFIMSC; stdzd sampling plan/schedule--ensured cohesive HHQ message/execution at 8 installations
 Led AFAFRICA CPI drill; applied AFCENT lessons learned/4 sites/\$1.4M--built AFFOR DEAMS deplymnt model
 Provid'd on-site training at 7 CENTCOM bases; enabled FM sys across deployed locations; redux paper forms >50%

- Award certificates
- Technical SOPs audit lens
- Official Memorandum
- Budget narratives
- Legal and contractual documents
- Professional publications
- Emails

### EMAILS

- Clear subject lines
- BLUF or overview statements
- Action/suspense up front
- Be aware of forwarded content!!!
- Manage the CC line





## PRACTICE, PRACTICE, PRACTICE

- Awards team and individual
- PWS and source selection
- SOPs
- Newsletter and magazine articles
- PME/college courses
- Military and personnel evaluations
- Investigations and report of survey
- Staffing packages

### Peer and mentor reviews



### Air Force Financial System Modernization

The Long Road to the Future by Toold M. Baker and Jeffrey D. Woeffer The Department of Defense (DcD) too been on a for ginded to interingeness, an indicate to financial and scottering eschartore. After in

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### **AVOID THE PITFALLS**

### Miss the audience

Too verbose

Not detailed enough

Passive voice - not stating who

### Know the acronym in context

and the work of the

Me, myself, and I

- Effective written communication is a critical FM competency
- Differentiator in the FM workforce
- No specific style
- Practice them all
- Endless opportunities
- Involve and learn from others
- Learn "pitfalls" from experience

# SUMMARY