

Objectives of program	<p>This workshop focuses on effective writing in technical documents.</p> <p>The workshop examines the principles of effective technical writing and offers you tools and techniques to produce meaningful technical documents structured to the needs of your readers.</p>
Content of program	<ul style="list-style-type: none">• Plain English, including active or passive voice• Mind Mapping for document planning• image, language and tone• effective technical writing—value to the reader• document structure and layout for a technical report• paragraph structure within a technical report• titles for technical documents• collating material for technical reports• writing instructions and procedures• evaluation and self editing of a technical document
Target Audience	<p>Anyone who needs to communicate complex technical information to a broader business audience.</p>
Delivery of program	<p>This is an interactive workshop delivered by Training People's senior business writing facilitators. It uses practical exercises, discussions and case studies. Self and peer group review and assessment are important parts of the program.</p>
Outcomes of program	<p>Having completed Technical Writing you will be able to:</p> <ul style="list-style-type: none">• write a technical document effectively• improve the clarity and reader-focus of your technical documents• write a functional executive summary• use texts, graphics and layouts to improve the accessibility and understanding of your technical documents• reduce your document turnaround times• write definitions• choose appropriate writing styles for instructional and procedural documents• use Mind Mapping for technical document planning• write in Plain English, understand active and passive voice• evaluate and self edit your technical documents
Duration	<p>2 days</p>