



Improving Your Technical Writing Skills

Technical Writing Skills are essential for any organization regardless of the type and nature of the operation. The degree of technicality and language used in letters, reports, proposals, and any form of communication is crucial to the success of the intended outcome.

This course presents the various tools and processes of technical writing. The participants will go through various exercises in using the tools. The workshop aims to strengthen the participants' abilities in writing logically, clearly, and effectively, to help their readers arrive at better decisions and actions.

DETAILS:

-  **Learning Format:** Online / Webinar
-  **Duration:** 2 Days



COURSE OBJECTIVES: For the participants to LEAP

- ✓ Learn the fundamentals of technical writing
- ✓ Enhance their knowledge on different purposes and essentials of technical writing
- ✓ Acquire a new set of skills on technical writing techniques and approaches
- ✓ Practice their newly -developed skills through a series of workshops



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Course contents:

Introduction to the Art of Professional Writing
Features of Effective Writing . The Writing Process Setting Objectives .
Gathering Data . Steps in Analysis Setting Logical Structure of Writing
Various Technical Documents and Exercises
Writing Skill: Clarity, Organizing Your Content, and Presenting Logically
Writing Effective Sentences and Paragraphs
Drafting Process . Style and Voice . Editing Process

METHODOLOGY:

This training includes lectures, workshops and presentations. Participants will be grouped and will be given specific assignments in a group. There will be a pre-test and post-test to assess knowledge and skills.