

Now with
post-course e-learning
support worth £150

Technical-writing course (remote/online)

Learn how to take your expertise and turn it into clear, user-friendly technical writing.

This intensive course will enable you to communicate your key messages concisely and present data effectively. You'll learn techniques that will equip you to express complex information clearly – without dumbing down.

Clear, user-friendly documents

On this practical and interactive course, we'll show you how to plan, write and edit documentation, instructions and reports that present technical detail pitched at the right level for your audience.

Targeted learning

Before the training, we'll ask you to submit a sample of your technical writing for our expert trainer to look at. Our unique writing analysis and the feedback you receive will give you the confidence and focus you need to rapidly transform your writing.

Who will benefit

This course is ideal for anyone who writes, reviews or edits technical documents.

And because this training happens online, you can attend no matter where you are.

Live online training

We run this course remotely, using the latest web technology. That means you can attend from anywhere. All you need is a computer, a headset and stable internet access.

Learning online is always going to be different from learning in person. So we've carefully designed our remote sessions with these differences in mind, to ensure you still get the same level of interactivity as in our face-to-face training.

And as part of this blended programme, after the remote course you'll also get a year's access to our comprehensive e-learning package, *The complete business writer*. These short and engaging lessons will reinforce and build on the techniques you learn on the course.

Why it works

- Pre-course writing analysis identifies the areas you need to work on.
- Small-group training (eight delegates per course) ensures you get individual attention.
- Use of breakout rooms, live polling and activities, shared whiteboards and other tools creates an interactive and collaborative experience.
- Follow-up support includes access to a free telephone and email helpline for a year.
- Post-course access to our e-learning programme *The complete business writer* reinforces and builds on what you've learned.

What you'll learn

On this course, you'll learn how to:

- set clear objectives and profile your readers
- build a logical structure into any technical document
- make conclusions clear and memorable
- communicate complex information effectively – without dumbing down
- strip out needless waffle and use jargon well
- write in clear, active language for documents that people will read and understand
- write for your readers, using an appropriate level of language
- present data helpfully, making effective use of graphs, tables, charts and graphics
- write confidently, with a clear understanding of grammar and punctuation
- build credibility and authority through your writing.

Course programme

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10.00* Introduction and welcome

- Why clear technical writing is essential
- Producing user-centred documents
 - Establishing the reader's needs
 - Setting clear objectives
 - Identifying your key messages

11.00 Break

- Planning your technical document
 - Assembling your facts and arguments
 - Building a logical structure
 - Finding the right level of complexity
 - Deciding what to put into the appendices
- Planning each component
 - Outlining the content of the abstract, introduction, methods, results, conclusion and discussion
 - Using references effectively

12.15 Lunch

- Making your writing work for readers and users
 - Constructing paragraphs with clear themes
 - Using the appropriate level of technical jargon
 - Writing concisely
 - Structuring your sentences for easy reading
- Individual one-to-ones: feedback on writing samples

2.00 Break

- Practical session: applying the techniques
- Laying out your document effectively
 - Formatting essentials for user-friendly documents
 - Presenting data: graphs, tables and charts
- Using correct punctuation and grammar

4.00 Close

*Timings based on UK time zone (GMT/BST)

Make technical writing accessible: how to write clearly without dumbing down