Technical Writing Skills

This course is available for *virtual* delivery
– please contact us for further details

1 face-to-face training day typically translates into 2 to 4 virtual sessions per day, this is determined by the specific course content. Number of sessions and specific session times will be confirmed in advance of course delivery.

Snapshot

Duration	One day training programme
Course Times	9.00am - 5.00pm
Price	€475 (includes course documentation, lunch and refreshments)

Introduction

Having trouble writing reports, procedures, memos or other documents?

Attending this comprehensive training course will help you to communicate clearly and save you time. Our structured, practical programme will firstly help you to identify your document's key message. Once identified, our course will help you to deliver the message clearly and concisely, in a way that is easily understood.

What's covered?

The Six Step programme guides the writer through analysing the audience and subject, right through to producing a professional, high quality finished document that will impress.

6. Editing and Completion

5. Graphics & Presenting Data

4. How to Write Concisely

3. Simple Rules for Good English

2. Getting the Structure Right

1. Knowing the Audience

The programme is built around the participants' individual needs and features practical exercises to help them hone their skills on the day.
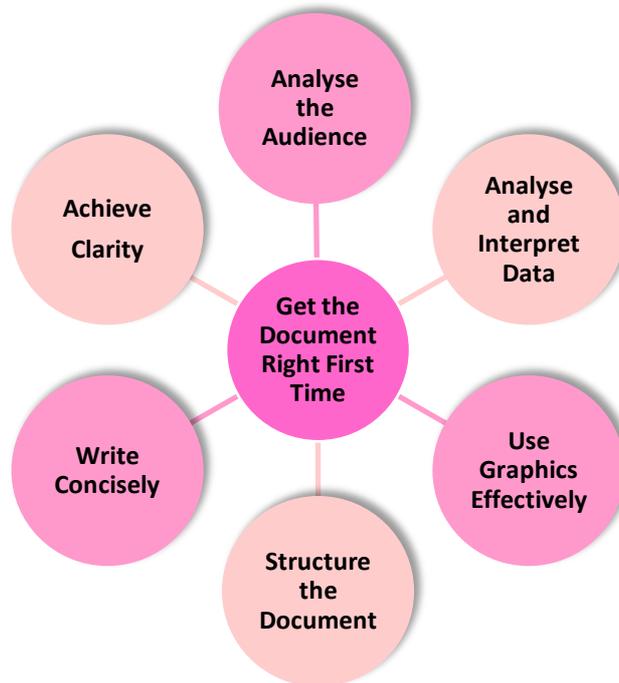
Who Should Attend?

Engineers, Managers, Scientists and other Technical Personnel involved in disciplines such as Quality, Engineering, Regulatory Affairs, Technical Services and Research and Development have all benefitted greatly by attending this course in the past.

For applicants whose first language is not English, SQT recommends a minimum English language competency of IELTS 6.0 (or equivalent) for successful completion of this programme. It is important to note that learners are not expected to have an IELTS or equivalent examination complete. Potential delegates are expected to self-assess their English language competency against the IELTS Band scores which can be found in this document.

What will I learn?

Participants can expect to achieve the following learning outcomes from the programme;

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                Analyse
                  the
                Audience

    Achieve                     Analyse
    Clarity                       and
                                Interpret
                   Get the        Data
                  Document
    Write       Right First     Use
   Concisely        Time        Graphics
                                Effectively

                Structure
                   the
                Document
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Expert Course Tutors - Profile & Testimonials
John Lafferty / Gerry Burke

In-House Courses
For In-House courses, the tutor will contact you in advance to discuss the course programme in more detail in order to tailor it specifically for your organisation.

Course Manual
Delegates will receive a very comprehensive course manual.

Rev 17