Technical Writing Course Brochure

1 Day Practical Workshop

dcm THE LEARNING EXPERTS

Contents

The Right Fit......For You

Our Technical Writing Course has been designed to support learners when they create, compile, edit or manage technical reports or documents.

Our one-day **Technical Writing** programme covers the key principles of technical writing and aims to make the task as simple as possible, **using tools and techniques to change their mindset, language and detail used** when writing technical documents and **reduce the time needed to produce effective technical reports**.

The course also offers practical advice on layout, style and language that can be used to **make your document more readable and digestible for the intended audience**.

All of our training sessions are highly interactive and include facilitated discussions, group workshop activities, case study and role play exercises.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats

"We are all very happy with the training carried out last week & will definitely be in contact in the future."

Aoife O'Rourke, Key Account Manager, Tool & Plastic

"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet

Why Choose Our Technical Writing Course

DCM Learning's Technical Writing course has been designed to support you when you create, compile, edit or manage technical reports or documents. It aims to present the key principles and to make the task as simple as possible, using tools and techniques to change your mindset, language and detail used when writing technical documents

Specific reasons to choose this course:

Experienced: We have trained over 238 individuals successfully in Technical Writing over the last two years.

Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.

Experienced Training Team: Our trainers are Training Practitioners with years of industry experience as well as vast training experience.

Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org

You're in Good Company

We have delivered the Technical Writing programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.

Technical Writing Course Outline

COURSE OVERVIEW

This practical course is designed to support you when you create, compile, edit or manage technical reports or documents. It aims to present the key principles and to make the task as simple as possible, using tools and techniques to change your mindset, language and detail used when writing technical documents and reduce the time needed to produce effective technical reports.

The course also offers practical advice on layout, style and language that can be used to make your document more readable and digestible for the intended audience.

LEARNING OUTCOMES

By the end of the programme each learner will be able to:

- Understand their target audience

- Be clear and concise when writing technical documents

- Apply a systematic approach to layout & structure

- Logically organise information

- Use plain and simple English grammar correctly

- Convincingly deliver figures, graphics, references & appendices

- Appreciate the importance of proof-reading all written communications

Below you will find a proposed course outline detailing all the topics covered on the training programme.

Course Contents

TOPIC 1: PLANNING AND PREPARATION

- Establishing the scope and purpose of the document

- Determining the appropriate level of detail

- Writing for your audience - ability to turn technical wording into plain English

- The collection, selection and arrangement of information

TOPIC 2: STRUCTURE AND SEQUENCE

- Benefits of establishing style guides and document templates

- Guidelines for sequencing and layout

- Designing for visual appeal - tables; figures; graphics

- Dealing with abstracts; summaries; recommendations; appendices

TOPIC 3: LANGUAGE USE AND PERSONAL STYLE

- Writing Tips - plain English rules; effective lists; active voice; being concise

- Common pitfalls - jargon; Technical, long-winded expressions and redundant words

- A refresher on punctuation

- Paragraph and sentence structure

TOPIC 4: PROOF READING AND EDITING

- Proof-read for accuracy; impression; message; appearance

- Removing dead wood and waffle

- Proof-reading strategies

- Proof-reading marks

- Practical Exercises- Rewriting existing documents

Brendan Murphy
Training Associate

Brendan is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has long experience of group facilitation in a variety of settings with a knack for individual performance improvement.

Brendan brings his vibrant enthusiasm for training to every course he delivers. His resulting style is participative and inclusive, which empowers learners to develop their skills and achieve great results from training.

As a writing trainer for DCM Learning, he passes on his razor-sharp instincts for writing that works to clients as diverse as Coca Cola, Bristol Myer Squibb and Cork County Council.

Some of Brendan's qualifications include:

- BA in English, St. Patrick's College, Maynooth

- FETAC Level 6 Train the Trainer with Distinction

- Diploma in Business & Executive Coaching, Smurfit Business School

- Higher Diploma in Education, St. Patrick's College, Maynooth

"The course brilliant and the content was very reverent to the group. Brendan was excellent in delivering this training and it made the topic very enjoyable."

Fionn Hanratty, Engineer, Irish Aviation Authority

Inhouse Training, One Size Doesn't Fit All.

Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%

Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.

dcm
THE LEARNING EXPERTS

Set your career on the right course