Technical Writing & Documentation (TWD)

Writing is a very important form of office or plant communication. Printed or typed letters and documents serve as permanent and unchangeable records of communications. In fact, a letter or a document can serve as evidence in courts of law. Skills in organizing ideas and putting them in written form are a key in writing standards. Writing ability is particularly useful for companies aiming for any of the ISO certifications or maintaining them.

Writing however, can be an agonizing process for many technical people whose college training offered little chance for writing and who keep their bosses wondering about their written reports. How many good ideas and opportunities were missed because of the technical person's lack of writing skills and self-confidence?

Objectives: At the end of this workshop the participant will be able to apply techniques that make for simple, clear, straight-forward, well presented and jargon-free written communication from a technical person.

Agenda:

➢ The Communication Process
➢ Introduction to Quality Technical Writing
➢ Writing Standards
➢ The Technical Report
➢ Tips & Techniques for Better Report Writing
➢ Report Writing Workshop
➢ Business Letter
➢ Tips & Techniques for Better Business Letters
➢ Business Letter Writing Workshop
➢ Memorandum
➢ Tips & Techniques for Better Memo Writing
➢ Project Proposals
➢ Tips & Techniques for Better Project
➢ Proposal Writing

Who should attend: Engineers, Chemists, Accountants, Auditors, Technicians, Specialists and other Technical people

Seminar Fee: P10,700 + P1,284 VAT   **Number of days:** 2
Facilitator: Enrico C. Mina   **Seminar Dates:** Jan 17-18'20, Mar 11-12'20, May 19-20'20, Jul 2-3'20, Sept 2-3'20, Nov 4-5'20