

# Technical Communication



Technical professionals provide insight to make critical business decisions. This 3-day workshop enables engineers, financial analysts and other professionals to communicate detailed information clearly with documents and in-person to both technical and non-technical audiences.

## Participant Outcomes

- **Get your point across** with appropriate content, length and level of detail
- **Reduce writing time by 30-50%** with IFI Training's 4mat tools
- **Revise and edit documents** for content, clarity, and accuracy for positive action
- **Use visuals** to convey technical information effectively
- **Engage customers** in a professional manner

## Material Covered

- The Process Approach
  - Audience Analysis & Design
  - Support & Visuals
  - Editing & Refining the Message
  - Delivery Skills
- Document Organization
- Avoid the "Expert Syndrome"

## Workshop Info

<b>Pricing*</b>	\$21,000
<b>Max Participants</b>	20
<b>Length &amp; Delivery</b>	3-day, 2 Consultant In-Person or Virtual

Pricing includes customization, all workshop material, and follow-up coaching for 1-year.

*\*Talk with an IFI consultant for additional pricing, content and delivery options.*

## Organizational Outcomes

- Increased customer satisfaction
- Improved quality of work
- Quicker, more productive employees
- Better communication between departments
- Encourage repeat business



## Just a Little Bit Better

Habits & skills form when we consistently and regularly apply principles, becoming just a little bit better one "drop" at a time.

Our training process transfers skill through:

- **Pre-workshop customization**
- **Engaging, tool-based workshops**
  - Fun, 70% exercise-based workshops
- **Regular post-workshop follow-up**
  - Follow-up for one year following training

Find out more at <https://ifitraining.com/tc>