

Technical Writing



Effective communication from technical to non-technical professionals can give your organization the competitive advantage. This workshop helps subject matter experts communicate clearly with effective document organization, concise writing style and clear visuals.

Participant Outcomes

- **Target your audience** with appropriate content, length and level of detail to non-subject matter experts
- **Use illustrations and diagrams** to convey technical information effectively
- **Revise and edit documents** for content, clarity, and accuracy

Material Covered

- The Process Approach
 - Audience Analysis & Design
 - Support & Visuals
- Document Organization
- Editing & Refining the Message
- Avoid the “Expert Syndrome”

Workshop Info

Pricing* \$13,000

Max Participants 25

Length & Delivery 2-day 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

- Streamlined approval
- Improved quality of work
- Increased productivity
- Better communication between departments



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/tw>