

Structured Writing for Technical Documentation

This 2-day training course is for people who develop or maintain large amounts of written information.

What will I learn?

You will learn the principles of Structured Writing, a proven set of tools and techniques for:

- analysing the purpose of your documentation and the needs of your audience
- organising information to meet audience needs, including different information needs of different users
- presenting content based on information types
- creating modular content for efficient reuse and ease of maintenance, and
- structuring content so that it is easy to navigate and information is easy to find.

Who should attend?

This workshop is for you if you develop and maintain user guides, policy and procedure manuals or standard operating procedures (SOPs), compliance and training documentation, and knowledge bases.

Benefits

This course enables you to:

- tackle your documentation project with confidence
- analyse requirements and plan your approach
- organise large amounts of content so users can navigate easily and find information quickly
- write more and better content in less time, and
- develop modular, reusable content that is easy to maintain.

Course dates and registration

Visit www.tactics.co.nz to check out our upcoming training course dates and book online.

Course details

Duration: 2 days

Participants: Maximum of 12

Locations: Auckland, Wellington or customised inhouse

Price: \$1,495 + GST per person

Discounts are available for group bookings (see next page), TechCommNZ or NZATD members.

Course outline

- Analysis and planning
- Principles of effective technical writing
- Organising content
- Structuring and sequencing
- Presenting content
- Editing and testing
- Speeding up the writing process

Contact us

Please contact us to discuss your requirements or for further details.

Phone: 0800 50 50 56

Email: tactics@tactics.co.nz



What is Structured Writing?

Structured writing is a modular, topic based approach to developing documentation that is easy to write, easy to read and use. It speeds up writing time, improves reader comprehension and enables content reuse.

Who teaches it?

Ruth Hamilton is an experienced Trainer and Technical Documentation Consultant. She has lectured degree students in Technical Writing, and Developing Online and Web Documentation at Auckland tertiary institutes. She has extensive commercial experience having worked as a documentation consultant, technical writer and trainer for a wide variety of companies and organisations. She has conducted workshops in New Zealand, Australia, Malaysia and the Philippines.

What do I get?

The course materials include:

- Structured Writing manual containing exercises and samples
- Follow-up support including a free document review, and
- Certificate.

Terms and conditions

Multiple registrations

Take advantage of the group discount and register multiple participants at the same time.

Number of participants*	Cost per person (GST exclusive)
1-2	\$1,495
3-5	\$1,445
6-9	\$1,395

** From the same organisation*

Participants can attend any public workshop within 12 months of purchase, and you can substitute participants at any time.

Payment

Payment is on invoice within seven (7) working days from the invoice date.

Cancellation and transfers

To help us organise workshop materials, catering and venues, we ask that you let us know as soon as possible if you are unable to attend a course.

Transfer and cancellation fees will be charged as follows:

From course start date	Transfer fee	Cancellation fee
More than 15 working days	Nil	\$50 booking fee
10-15 working days	Nil	25%
5-9 working days	25%	50%
Less than 5 working days	50%	75%