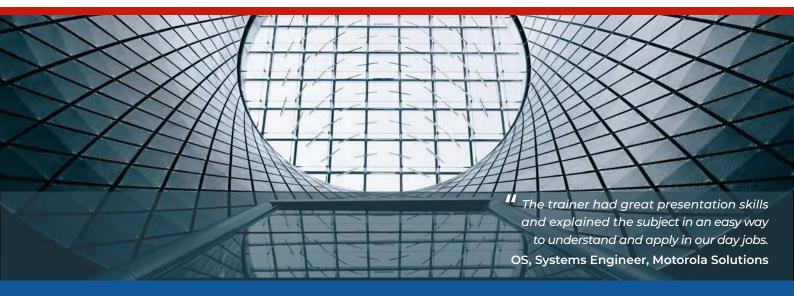


# Transform Your Technical and Business Writing

Learn how to communicate clearly and effectively



Write clear and concise technical and business documents

### **Engage your readers**

Transform your technical writers, subject matter experts and business developers into effective communicators so that your clients will receive higher quality documentation and emails.

Well-written post-sale technical and business documents reflect positively on your company.

#### Your team will get step-by-step guidance in how to:

- Plan and construct documents and emails
- Identify the right content and quickly populate their first drafts
- Craft high quality, easy-to-read content
- Create professional graphics for effective use

## **Technical & Business Writing**

1-Day Course - via Zoom or Teams



Understanding



Structure



Content Planning



Drafting



Editing



Call +44(0)20 8371 9444 for details on course modules and pricing

# Training and delivery

Conducted via Zoom/Teams for up to 18 people

25
Handouts

5 Interactive exercises Year
Free online
access\*

\* to the entire course

Average training feedback scores: 87% for content, 93% for delivery

Helped me to understand where I can improve in delivering a technical proposal to the customer. It has definitely given me ideas to improve our generic documentation.

