

# Transform Your Technical and Business Writing

Learn how to communicate clearly and effectively

"The trainer had great presentation skills and explained the subject in an easy way to understand and apply in our day jobs.  
OS, Systems Engineer, Motorola Solutions

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



Course Recap  
and Feedback

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

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

25  
Handouts

5  
Interactive  
exercises

1 Year  
Free online  
access\*

\*to the entire course

"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.