



Technical Writing Training Program

Building Confidence through Professional Experience

- Communicate Complex Ideas Clearly • Master Documentation Standards • Enhance Professional Credibility



Audience

In today's knowledge-driven world, professionals must be able to explain complex ideas simply, accurately, and effectively. The Technical Writing Training Program equips participants with the skills and tools to create clear, concise, and professional technical documents including manuals, reports, policies, proposals, and standard operating procedures. This program bridges the gap between technical expertise and effective communication, empowering professionals to produce documentation that drives understanding and action. Through this training, you'll gain the skills to:

- Write structured, accurate, and easy-to-read technical content.
- Use professional documentation tools and templates .
- Communicate technical ideas to both expert and non-technical audiences.
- Apply standard writing conventions, tone, and formatting best practices Improve your documentation, review process.

Ideal for:

- Project Managers and Business Analysts
- Quality Assurance and Process Officers
- Product Managers and Engineers
- IT and Telecom Professionals
- Writers, Trainers, and Knowledge Managers



Course Description

The Technical Writing Training by Alfred & Victoria Associates Academy combines communication strategy, documentation standards, and practical writing techniques tailored to technical and business environments.

Participants will learn how to plan, draft, and design technical documents using industry best practices and user-focused communication principles.

By the end of this course, you will be able to:

- Develop high-quality manuals, reports, and documentation
- Organize technical content logically and consistently
- Apply version control, formatting, and review best practices
- Create documentation that supports product and service delivery
- Use tools such as Microsoft Word, Google Docs, and Confluence effectively.



Course Outline

- Module 1: Introduction to Technical Writing Principles
- Module 2: Understanding Your Audience and Purpose
- Module 3: Document Planning and Structure
- Module 4: Writing Style, Tone, and Clarity in Technical Communication
- Module 5: Formatting, Referencing, and Version Control
- Module 6: Visual Aids: Tables, Charts, and Diagrams
- Module 7: Review, Editing, and Quality Assurance Processes
- Module 8: Tools and Templates for Technical Documentation



Training Details

Duration: 2 Days

Training Fee: N300,000(excluding tax)





Thank you



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