



Centre for Land and Water

WORKSHOP TECHNICAL & BUSINESS WRITING

*A three hour training session to develop skills
for preparing effective technical and business documents.*

WORKSHOP DETAILS

Date:	Tuesday 2 July 2013
Times:	9.00am – 12.00 noon
Location:	The Green Shed, Centre for Land and Water, 21 Ruahapia Rd, Hastings
What to bring:	An example of a document you would like to review
Cost:	\$200.00 + GST per person

10% discount on registrations received by Monday 24th June

Online www.claw.net.nz/registration/ Email greenshed@claw.net.nz Phone 06 6504532

CONTENT

Technical and business writing is about preparing documents that people consult for specific information. Its purpose is to provide information in a way that reduces user down-time and increases productivity.

The Writing Workshop will focus on simplifying your documentation and will include:

- The principles of good technical and business writing
- Identifying the primary message
- Ordering content for easy reading
- Formatting to focus attention
- Making a document work for a range of users
- Practical exercises and discussions
- Reviewing and feedback

TUTOR PROFILE

Chris Heath is a Technical Writer with more than 15 years of experience in the profession. Chris works with organisations including telecommunications, banks and local government to develop effective manuals, brochures, procedures and all forms of technical and business documentation.

TERMS AND CONDITIONS

Delivery of this workshop is subject to meeting minimum registration numbers. Courses may be cancelled or postponed if registrations are low or for unforeseen circumstances. Registrants will be notified of any changes.

Cancellations received more than 5 working days before the event will receive a 50% refund. There are no refunds for cancellations received within five days, but a substitute may be nominated at no extra charge.