



Technical Writing Credential Course

Program Overview:

As industries grow more complex and technology becomes increasingly sophisticated, the need for clear, precise, and well-organized technical documentation has never been greater. The Technical Writing Credential Course is designed to equip professionals with essential skills in technical writing, helping them communicate complex information effectively to diverse audiences. This program covers the full range of technical writing competencies, from structuring technical documents to mastering the language and tools required for success in today's technical fields.

Program Objectives:

Upon completing this course, participants will:

- Gain proficiency in the fundamentals of technical writing, including clarity, conciseness, and coherence.
- Develop the ability to create well-organized documents that cater to specific user needs and knowledge levels.
- Master techniques for translating complex information into clear, accessible language.
- Learn to use essential tools and software for technical documentation.
- Build a portfolio of technical writing samples to demonstrate their expertise to potential employers.

Who Should Attend

This course is ideal for:

- Professionals transitioning into technical writing roles from other fields.
- Engineers, developers, and other technical professionals seeking to enhance their communication skills.
- Individuals looking to enter the technical writing field with a credential to validate their skills.
- Content creators and writers aiming to specialize in technical documentation.

Program Content

Module 1: Introduction to Technical Writing

- Purpose and scope of technical writing in various industries
- Key principles of effective technical communication: accuracy, clarity, and usability
- Audience analysis and user-focused writing

...Your partner in HR excellence

Module 2: Document Structure and Organization

- Structuring technical documents: reports, manuals, guides, and FAQs
- Techniques for organizing complex information logically
- Best practices for creating clear headings, subheadings, and flow

Module 3: Writing and Language Techniques

- Writing with precision, simplicity, and consistency
- Avoiding jargon, ambiguity, and unnecessary complexity
- Tips for writing step-by-step instructions and process explanations

Module 4: Visuals and Information Design

- Incorporating graphics, tables, and charts to enhance comprehension
- Using layout and design principles for readability and usability
- Techniques for collaborating with designers and subject matter experts

Module 5: Tools and Software for Technical Writers

- Overview of popular tools like Microsoft Word, Google Docs, Adobe FrameMaker, and MadCap Flare
- Introduction to version control, content management, and collaborative platforms
- Basics of working with markup languages (e.g., HTML, XML) and technical illustration tools

Module 6: Editing and Reviewing Technical Documents

- Self-editing and peer-review techniques for clarity and accuracy
- Proofreading strategies to ensure error-free documentation
- Managing feedback and revisions effectively

Module 7: Advanced Technical Writing and Special Topics

- Writing for software, hardware, and scientific documentation
- Basics of API documentation and software development lifecycle (SDLC) writing
- Addressing legal and compliance aspects in technical documentation

Module 8: Portfolio Development

- Developing a portfolio of sample technical documents
- Guidance on compiling and presenting a professional technical writing portfolio
- Certification exam preparation and completion

Delivery Format:

This credential course is offered in two formats:

Virtual Live Sessions: Interactive, instructor-led sessions held online, enabling real-time feedback and group collaboration.

Self-Paced E-Learning: Flexible online modules allowing participants to complete the course at their own pace with access to resources and assessments.

...Your partner in HR excellence

Course Materials:

Participants will receive:

- A comprehensive course workbook covering all modules.
- Access to writing templates, style guides, and sample documents.
- Online resources, including recorded sessions, tutorials, and supplementary readings.

Program Duration:

Virtual Live Sessions: 10 days of interactive classes over a month

Self-Paced E-Learning: Flexible access for up to 3 months to complete the course.

Certification:

Upon successful completion of the course and final assessments, participants will earn a Technical Writing Credential Certificate, validating their skills and knowledge in technical writing and documentation.

Enrollment and Fees

Course Fee: NGN 1,455,000 for Virtual Live Sessions | NGN 985,925 for Self-Paced E-Learning

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114