

Webinar on

Technical Writing: A Detailed Process

Learning Objectives

- *How to plan the document process from initiation to final approval*
- *How to create the document using an outline or table of contents*
- *How to write the first draft and revisions as necessary*
- *How to conduct the author's initial review before the formal review process*
- *How to respond to reviewers and approvers*



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- How to accept positive and negative comments from reviewers/approvers*
- How to negotiate when disagreements arise between reviewers/approvers*
- How to incorporate comments into the final document*
- How to obtain comments in accordance with required timelines*
- Final approval of the document*
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The webinar addresses the question of why we create technical documents. Indeed, why do Technical Writing at all? All members of organizations will be required to document something that we have done.

PRESENTED BY:

After obtaining a B.S. and an M.S. in Chemistry from Tuskegee University, Robert Peoples joined the pharmaceutical industry as a Research Chemist with a concentration in analytical chemistry at Wyeth/Lederle. While at Wyeth/Lederle Robert was primarily responsible for the analysis of the Active Pharmaceutical Ingredient (API) in various drug delivery formulations, e.g. aerosols, capsules, creams, ointments, and tablets.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

The webinar addresses the question of why we create technical documents. Indeed, why do Technical Writing at all? All members of organizations will be required to document something that we have done. The assignment may be to create a Standard Operating Procedure, a technical manual, a report, a test script, a job description, training documents or any of a myriad of things to be documented. This is the role of Technical Writing. This is why we create Technical Documents.

This webinar will define the Perfect Technical Document Process. It includes all steps that can be made by Technical Writers and includes meetings with stakeholders and reviewers.



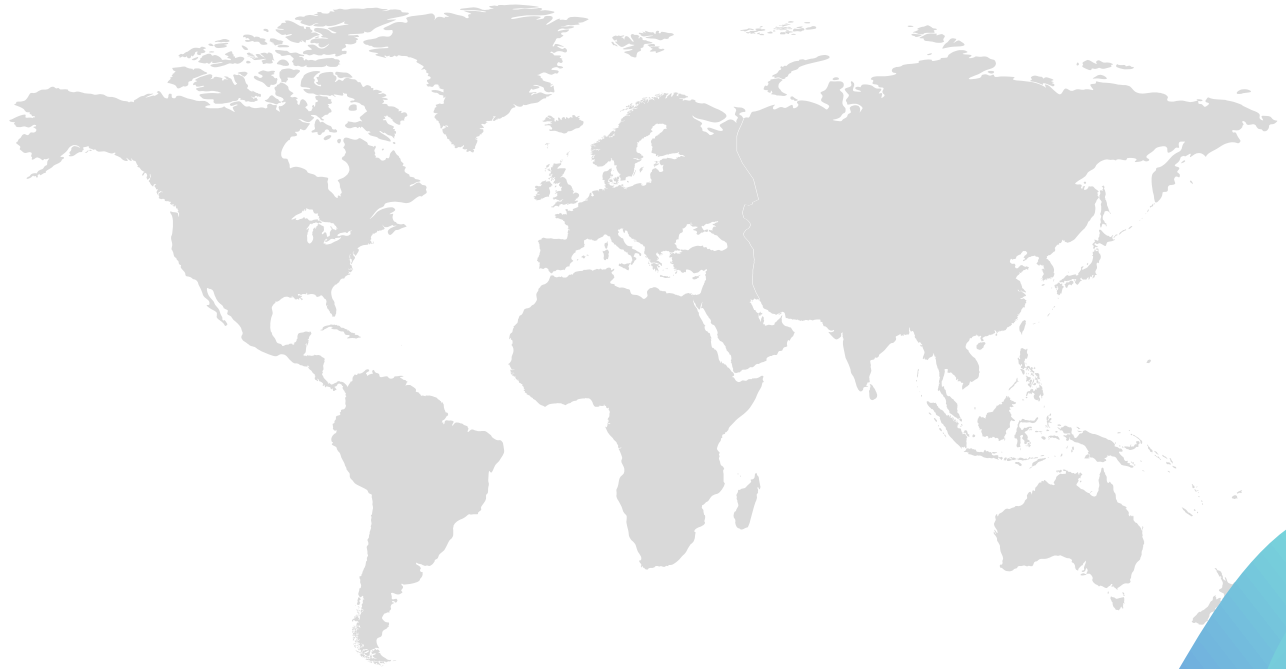
Technical Writing saves time because of better organization. It eliminates guesswork because it requires logical, organized thinking. Technical Writing can be used for scheduling and project management. Technical writing requires focus upon the people to whom the Documents are directed. It is a balancing act between being precise enough to cover the subject matter yet general enough to apply to other locations and/or projects. Technical Writing always includes reviewers and approvers of different levels of expertise in the subject matter. Technical Writing: A Detailed Process provides guidance to the conversion of highly technical material into language easily understood by the general public.

Technical Writing: A Detailed Process provides step-by-step instructions to produce excellently written presentations. Technical Writing is a complicated process that is as much art as science. This webinar presents an opportunity to learn a detailed process to produce industrial quality documents.



Who Should Attend ?

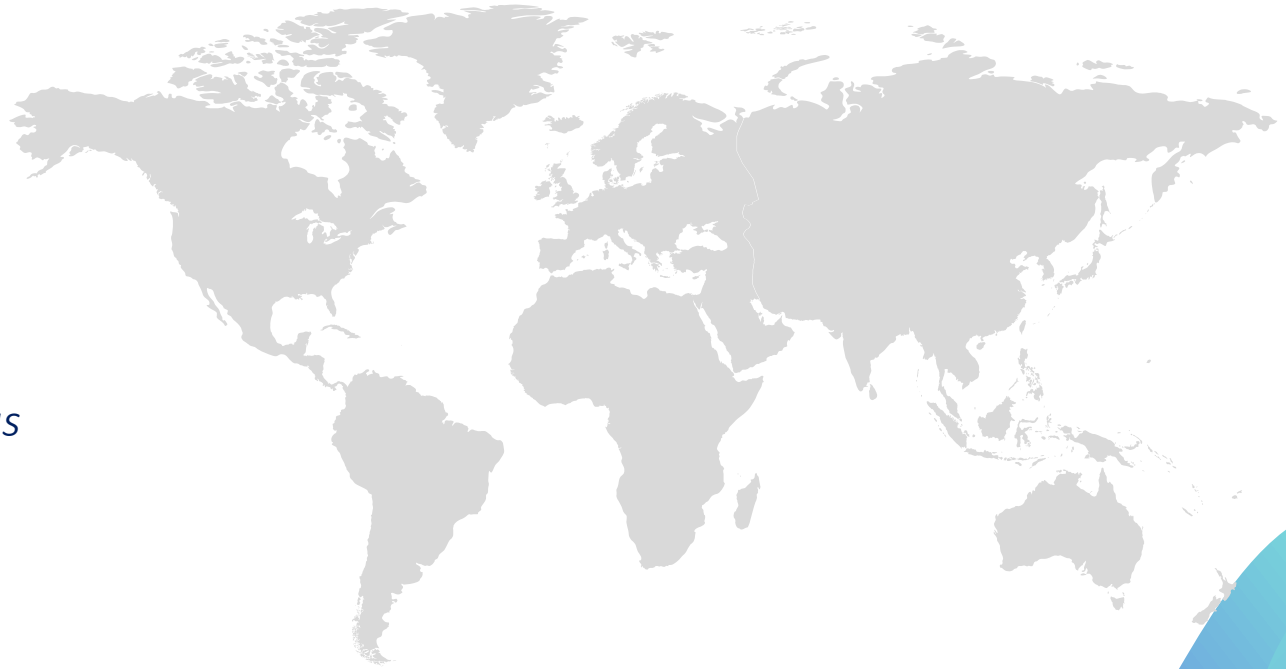
I spent about 35 years in an industrial environment so that I recognize the need for this service. The presentation can be applied to any environment in which highly technical people must communicate with less specialized individuals.



Why Should Attend ?

Scientists, engineers, IT personnel and statisticians among other highly technical specialists may find writing documents in an industrial environment to be a challenge. Join this webinar to gain valuable insight into how to address this challenge. Learn techniques to communicate contributions and ideas developed to stakeholders.

This webinar is designed for experienced Technical Writers who desire to master a detailed procedure to create and improve Technical Documents. The webinar provides granular details that can produce quality documents. The webinar describes the process to produce these documents in an easily understood process that the attendee can immediately apply to his/her daily tasks.



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