GRC
EDUCATORS
Online Training Hub
Axons Technology and Solutions

Webinar on

Technical Writing: Best Practices for Everyday Use

Learning Objectives

- *Basics of Technical Writing Best Practices*

- *General Requirements for Reports and SOPs*

- *General Requirements for Handwritten Notes*

- *Best Practices General Requirements*

- *Best Practices for Violations*

- *Best Practices for Corrections*

- *Best Practices the Treatment of Numbers*

- *Best Practices for Reference to Source Materials*

The webinar includes corrections to Technical Documents and violations of Good Documentation Practices.

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. He joined Organon /Merck as a Research Chemist responsible for the development of stability-indicating methods of analysis using HPLC.

On-Demand Webinar

Duration : 60 Minutes

Price: $200

Webinar Description

Technical Writing generally conforms to Good Documentation Practices (GDocP). This term describes standards to create and maintain documents. Most companies have in-house procedures that all documents created within the organizations conform to the firms' particular requirements. The purpose of this webinar is to define and clarify general guidelines for the creation and maintenance of documents in order to ensure consistency between documents created by various functional groups within organizations.

Technical Writing is required for everyone in all organizations at some point. This webinar addresses the best practices for creating Technical Reports, user manuals, guidelines, handbooks, proposals, specifications and emails collectively known as Technical Documents. The webinar also addresses Planning the Technical Documents, the creation of a Documentation Plan, the Number of Documents, Scheduling Documents and the Status of the Technical Documents created. The webinar also provides insight into the General Requirements of Technical Documents including the handling of raw data and source materials as well as the use of handwritten notes. The webinar includes corrections to Technical Documents and violations of Good Documentation Practices.
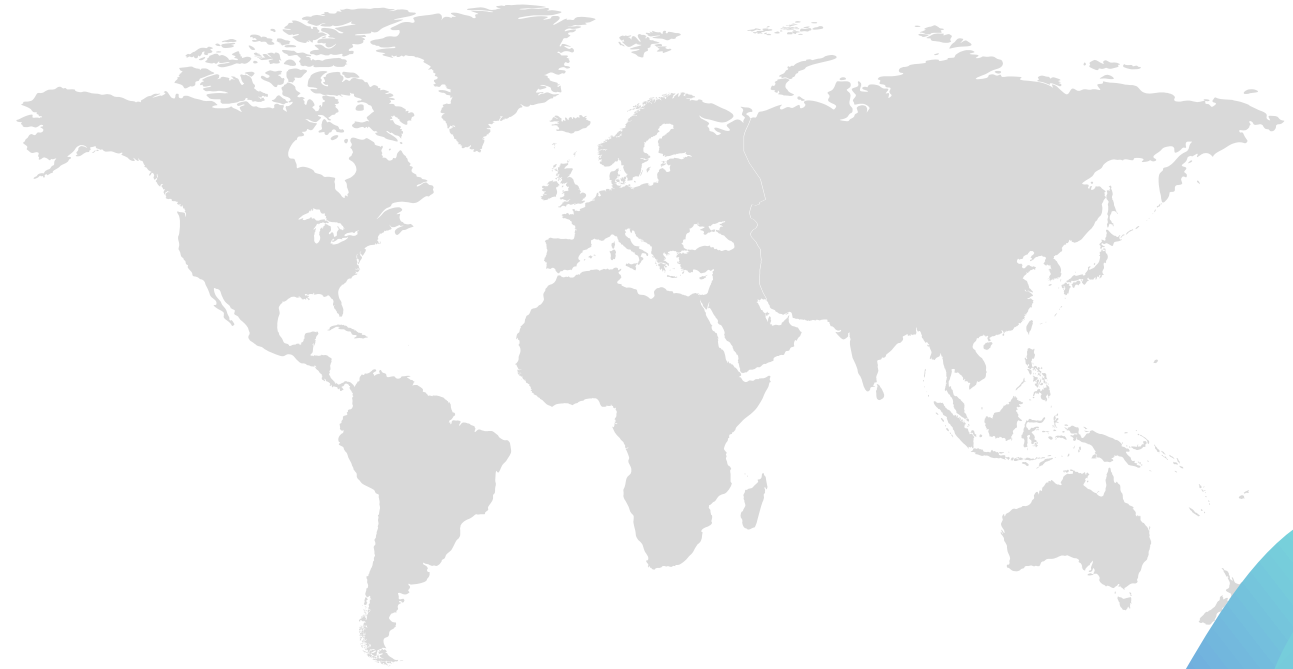
Who Should Attend ?

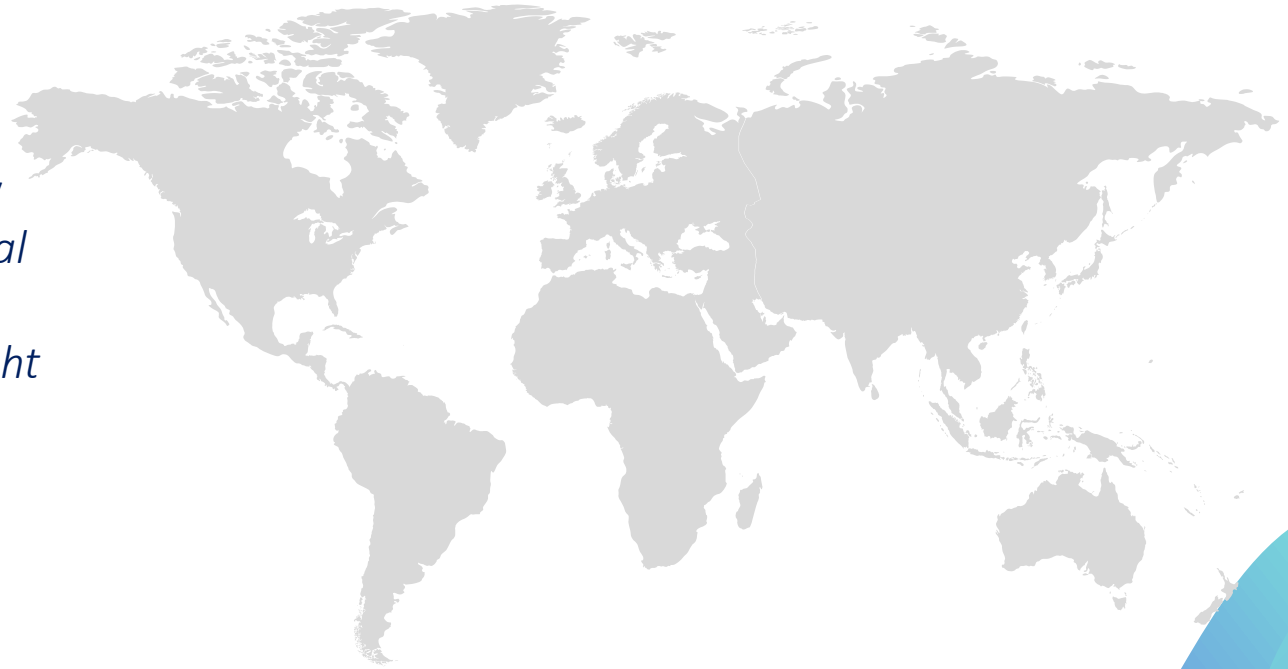*IT Personnel*

Scientific Personnel

Human Resources

Any highly specialized company personnel

Why Should Attend ?

IT, scientific, human resources and even legal personnel may benefit from learning how to apply the best practices and principles to create Technical Documents because these practices apply to all disciplines. Join this webinar to gain valuable insight into how to create the best Technical Reports, Manuals, Guides, Handbooks, Proposals, Specifications, and even Emails.

To register please visit:

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