

*Webinar on*

# **Technical Writing : A Detailed Process**

# Learning Objectives

- Learn a step-by-step process to create Technical Documents*
- Learn the five steps of creating documents*
- Gain insight into in-house templates/outlines/procedures and their relationship to your document*
- Learn how to create external and internal documents*
- Learn how to address comments from reviewers/approvers*
- Final approval of the document*



# Areas Covered

- 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
- How to accept positive and negative comments from reviewers/approvers
- How to negotiate when disagreements arise between reviewers/approvers



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*How to incorporate comments into the final document*

*How to obtain comments in accordance with required timelines*

*Final approval of the document*





Technical  
Writing: A  
Detailed  
Process  
provides  
step-by-step  
instructions to  
produce  
excellent  
written  
presentations.

**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: A Detailed Process provides step-by-step instructions to produce excellent written presentations. Technical Writing is a complicated process that is as much art as science. 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.



# Who Should Attend ?

*Scientists*

*Engineers*

*IT personnel*

*Statisticians*

*Any highly technical, highly specialized personnel*

*The presentation can be applied to any environment in which highly technical people must communicate with less specialized individuals*



# Why Should You 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.*





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