

# aractech

Global Learning for Operational Leaders



COMMUNICATION AND WRITING SKILLS | CWS-005

## Technical Writing Made Easy: Communicating Complex Ideas Simply

### Contact

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# Course content

## Why Attend

Why Attend?

Technical writing is a critical skill for professionals who need to communicate complex information clearly and effectively. Whether you're writing user manuals, technical reports, or process documentation, this course will teach you how to simplify complex ideas, organize information logically, and create documents that are easy to understand. By the end of the course, you'll have the tools to write technical content with confidence and precision.

## Course Methodology

- Lectures : Expert-led sessions on technical writing principles and best practices.
- Writing Exercises : Hands-on practice for creating technical documents.
- Case Studies : Analysis of effective and ineffective technical writing examples.
- Peer Reviews : Collaborative feedback sessions to refine writing skills.
- Templates and Tools : Access to frameworks and resources for technical writing.

## Course Objectives

- Understand the fundamentals of technical writing and its importance.
- Learn to write clear, concise, and user-friendly technical documents.
- Develop skills for organizing complex information logically.
- Master techniques for writing instructions, procedures, and explanations.
- Gain confidence in editing and proofreading technical content.

## Target Audience

- This course is ideal for:
- Technical writers and documentation specialists.
- Engineers, IT professionals, and scientists who write technical reports.
- Project managers creating project plans and process documentation.

# Course outline

## Detailed course outline

Day-by-day outline for Technical Writing Made Easy: Communicating Complex Ideas Simply.

### Day 1 - Introduction to Technical Writing

- What is technical writing? Key principles and goals.
- Understanding your audience: Technical vs. non-technical readers.
- The writing process: Planning, drafting, revising, and editing.
- Activity: Writing a short technical explanation.

### Day 2 - Writing Clear and Concise Content

- Plain language principles: Avoiding jargon and complexity.
- Writing effective instructions and procedures.
- Using active voice and strong verbs.
- Activity: Rewriting a complex paragraph in plain language.

### Day 3 - Organizing Information Logically

- Structuring technical documents: Headings, subheadings, and lists.
- Creating user-friendly manuals and guides.
- Writing introductions, conclusions, and summaries.
- Activity: Outlining a technical document.

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### Day 4 - Visual Communication and Design

- Using visuals effectively: Diagrams, charts, and tables.
- Formatting for readability: Fonts, spacing, and alignment.
- Tools for creating technical visuals (e.g., Microsoft Visio, Lucidchart).
- Activity: Designing a visual to accompany a technical explanation.

### Day 5 - Editing and Proofreading Technical Documents

- The importance of editing and proofreading in technical writing.
- Techniques for self-editing: Grammar, punctuation, and style.
- Peer review: Giving and receiving constructive feedback.
- Course wrap-up: Key takeaways and action plans for continued improvement.
- Additional Notes :
- Each day includes breaks and time for Q&A.

# Seminar dates

## Available seminar dates

Live dates and pricing for Technical Writing Made Easy: Communicating Complex Ideas Simply generated from the course details page.

Date	Location	Format	Fee
18 - 22 May 2026	Rome	Classroom	€2,975
22 - 26 June 2026	Munich	Classroom	€2,415
13 - 17 July 2026	Amsterdam	Classroom	€2,975
17 - 21 August 2026	London	Classroom	€2,940
21 - 25 September 2026	Istanbul	Classroom	€1,995
19 - 23 October 2026	Vienna	Classroom	€2,975
2 - 6 November 2026	Barcelona	Classroom	€2,695

**Live online option**

Online delivery is available at €1,250.