

GOVERNMENT TECHNICAL WRITING

A 2-Day Hands-On Workshop

Course Description:

Conveying technical content effectively to customers and end users is a critical skill to help advance the Agency's mission and the government employee's professional status in today's complex government environment. This workshop will demonstrate step-by-step the how-to process and techniques to plan, create and edit technical documents. Participants will develop critical skills and abilities in an engaging, fun, interactive, and safe learning environment.

Learning Objectives & Topics Covered in this Workshop:

- Determine the purpose of a Technical Document
- Identify your intended audience and influence content and development based on their needs
- Writing effective requirements that are meaningful, measurable and enforceable
- Understand and apply the S.M.A.R.T. technique
- Build effective documents for flow and content that conveys information clearly
- Understand the principles of developing effective charts, graphs, tables, and other visual aids
- Apply effective data display techniques within a document
- Identify common errors and problems in technical documents
- Understand formatting and document organization techniques
- Assess a document for clarity, completeness, and readability

Audience: This workshop is designed for Federal Government employees

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 13.0

CEU Credits: 1.1

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Classroom





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- Apply effective editing techniques
- Understand appropriate writing styles for government audiences and customers
- Apply effective techniques to create effective and grammatically correct written communication
- Understand how-to support your intended thoughts, requirements, or ideas and assessments
- Create professional documents
- Understand and apply effective communication philosophy
- Apply techniques to select the *right* word(s)
- Apply *Best Practices* for technical writing