

Enhanced Communications – Technical Writing

A 2 Day Hands-On TMS Experience

This workshop is designed to improve your ability to clearly communicate the precise information your boss needs to make decisions needed to carry out the mission. In today's world, you need to know how to write reports, briefings, background papers, and staff packages in a way that gets results and keeps the mission moving forward. This instruction presents skill-building modules focused on showing how to convey your professionalism through your writing skills.

Course Objectives:

- Showing You Are a Professional Through Your Written Documents
- What Does Your Boss Need in This Document?
- Steps to Present Complex Information in Clear, Understandable Written Documents
- Analyzing the Purpose of Writing This Document
- Researching Your Topic
- Outlining Your Document
- Organizing Your Thoughts to Support Your Facts
- Supporting Your Ideas
- Connecting with Your Boss
- Gaining Feedback and Approval
- Technical Writing Tips & Techniques
- What Does A Good, Logical Document Look Like
- Communicating Critical Thinking Through Written Documents

The **second day, attendees will bring in their own written documents and will revise these documents based on what they learned on the first day.

Audience: DoD professionals who aspire to effectively communicate, in writing, in a way that makes them credible and enables mission accomplishment.

Toolkits:

Receive a **Student Handbook** and **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: 15.0

CEU Credits: 1.3

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Business Management and Organization

Delivery Method: Group Live – Classroom

