



## Government Technical Writing

*A 2-Day Hands on TMS Experience  
Delivered in Live or Live Virtual Classrooms!*

### **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 convey 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
- 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

### **Audience:**

This workshop is designed for all government personnel.

### **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:** 16.0

**CEU Credits:** 1.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:**

None

**NASBA Program Level:**

Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live  
– Live Virtual Classroom

