



DATES
 February 17-18, 2020
 Monday - Tuesday
 8:30 am - 4:30 pm

PROGRAM FEE
 Php 11,800.00 (Early Eagle Rate until Feb. 3)
 Php 12,800.00 (Regular Rate)

HOW TO REGISTER
Online
www.cce.ateneo.edu

Email
sales.cce@ateneo.edu

Call
 (+632)8302040

Schedules and prices may change without prior notice.

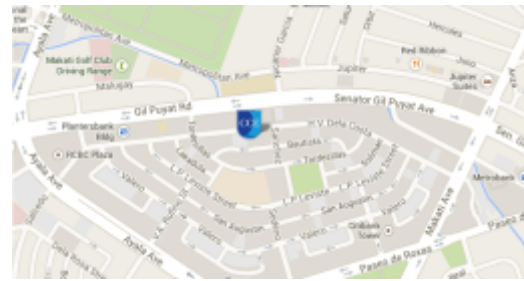
Technical Writing Skills

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion


Venue:

Ateneo de Manila University - Salcedo Campus
 3/F Ateneo Professional Schools Bldg.
 130 H.V. Dela Costa St., Salcedo Village,
 Makati City, Philippines



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ATENEO DE MANILA UNIVERSITY
 GRADUATE SCHOOL OF BUSINESS



human resources management

Technical Writing Skills

February 17-18, 2020

 CENTER FOR CONTINUING EDUCATION

"If you can't explain it simply, you don't understand it well enough." – Albert Einstein

Technical writing skill has become a requirement for success in the workplace.

This course is for professionals who need to upgrade their professional writing—from the usual business written communication (i.e. letters, memos, e-mails) to more highly specialized documents (i.e. proposals, reports, policies & procedures).

This is the advanced course in the Professional Writing Program.

Technical Writing Skills

objectives

At the end of the course, participants will be able to:

1. Define what technical writing is, including its varieties and applications;
2. Evaluate effective technical writing in terms of clarity, conciseness, accessibility, accuracy, and audience awareness; and
3. Write more effective and purposeful technical documents.

pre-course requirements

Participants must submit writing samples from work (i.e. emails, letters, reports).

who should attend

Professionals whose work involves the preparation of technical or specialized documents



resource person



JOHN P. TIGNO is a Faculty Member of the Ateneo Language Learning Center and Development Academy of the Philippines. He is also a Learning Consultant for Development Dimensions International and the HR Training Consultant for DMCI Homes.

Prior to this, Mr. Tigno held other posts such as: Learning & Development Manager at Arvato Bertelsmann, Training & Organizational Development Manager at Binzagr Factory for Insulation Material (Saudi Arabia), Master Trainer at Dell International Services, Lead Trainer at Sykes Asia, Inc, and English and Literature Lecturer at Ateneo de Manila University.

Mr. Tigno earned his Bachelor's degree in Communication Arts from the Ateneo de Manila University and Master's degree in Industrial Relations from the University of the Philippines. He also completed a Certification in Teaching English to Speakers of Other Languages (CELTA) from the University of Cambridge, United Kingdom.

program content

- I. Writing basics
- II. Grammar and usage
- III. Why technical writing
 - A. Definition and rationale
 - B. Technical writing vs. other forms of writing
 - C. Traits of High Impact Technical Writing
 1. Clarity
 2. Coherence
 3. Conciseness
 4. Accuracy
 5. Audience awareness
 6. Accessibility
- IV. Forms and formats of technical writing
 - A. Proposals and recommendations
 - B. Informative reports (periodic, progress, summary & abstract)
 - C. Investigative reports (incident, study)
 - D. Instructions and manuals
 - E. Policies and procedures
 - F. Others (as required by majority of participants)
- V. Writing Workshop

complementary courses

Communicate with Impact

February 20-21, 2020

Communicate with Impact helps you understand effective speaking, and then shows you how to communicate your message in the best possible way. It is designed to provide information and background on spoken communication in a variety of settings (relationships, groups, and public), and in situations where we must make public presentations. This two-day program provides innovative instruction to help refine personal speaking styles. It presents an opportunity for you to see yourself as whole person with a proper appreciation of yourself as a speech communicator, both as a source and a receiver.