



DATES

September 9 - 10, 2019
Monday - Tuesday
8:30 am - 4:30 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate until Aug. 27)
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.

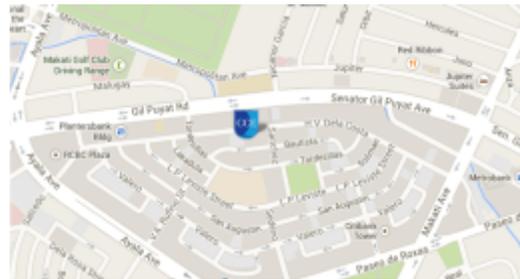
Technical Writing Skills

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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June 14, 2019



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS



human resources management

Technical Writing Skills

September 9 - 10, 2019

 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. 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

II. 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)

complementary courses

Professional Writing Basics

July 15 - 16, 2019

Writing skills have become a determining factor in work productivity and success. People who aspire to do well—or even stand out—at work need to invest in developing these skills.

This course is for professionals who want to have stronger writing skills in the business context.

Business Writing Skills

August 15 - 16, 2019

This course is for professionals whose work involves written correspondences (letters, e-mails) and reports (presentations, minutes, memoranda, notices).