

PHILIP VASSALLO, Ed.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

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Technical Writing

Audience	Technical and professional staff responsible for writing brief or detailed technical reports, proposals, instructions, and specifications for management or clients
Duration	Two days
Description	This course is designed to review the standard elements of technical reports and proposals. Participants will have the opportunity to practice writing and revising sample technical documents to ensure that they are composing complete, organized, clear, and concise messages.
Scope	<ul style="list-style-type: none">• Write a broad range of technical documents with authority and confidence• Plan, draft, revise, edit, and proofread complex documents efficiently• Develop a toolbox for crafting purposeful, complete, organized, clear, concise, and concise documents• Create a realistic personal action plan based on professional, confidential feedback on your technical writing skills
Format	This course can be delivered in a paper or computer-assisted format.
Materials	<ul style="list-style-type: none">• <i>Technical Writing</i> course manual• <i>The Art of On-the-Job Writing</i> by Philip Vassallo
Enrollment	Limited to 12 participants
Consultant	Philip Vassallo, Ed.D.
Assessment	Pre-course customized <i>4S Writing</i> assessments of participant-submitted samples (add one-half consulting day)