

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2216

Effective Technical Writing

Convey technical content to any audience through specific, clear and concise writing

Technical writing is unique because of its specialized content. It must convey objectivity and reach both technical and nontechnical audiences with exactness and clarity. Along with writing emails, letters and reports, the technical writer must be able to prepare definitions, physical descriptions, product specifications, procedures, test and laboratory results, and many other kinds of documents.

This seminar offers you a battery of tools and techniques to help you jumpstart the writing process on any challenging technical writing endeavor. You will learn ways to defeat writer's block, procrastination and writer's anxiety, as well as how to develop a better understanding of readers' needs and expectations. You will also discover principles and approaches that cover a broad range of industries and topics and get hands-on experience improving your technical writing ESP—efficiency, sufficiency and proficiency. In addition, you will receive expert feedback on your work from an experienced writing consultant to help fine-tune your new skills.

How You Will Benefit

- Create a full range of technical documents with solid structures
- Use templates to quickly start the writing process
- Explore techniques for getting past writer's block
- Prepare detailed messages for both technical and nontechnical readers
- Understand best practices for displaying visual information
- Edit language for precision, clarity and conciseness
- Summarize complex issues with authority and clarity

What You Will Cover

- Employing the standards of technical writing
- The technical writing process: getting started efficiently
- Assessing your own writing style based on the audience
- The techniques: strategically organizing ideas and messages
- Knowing how to best display visual information
- Achieving precision, clarity and conciseness
- Editing at the word level

Who Should Attend

Engineers, scientists, IT/computer personnel and people in R&D and other technical areas who wish to enhance their technical writing skills in order to better

areas who wish to enhance their technical writing skills in order to better communicate with their audiences..

Special Feature

If you wish to bring your own laptop to the seminar, a USB flash drive will be provided to each attendee and a printer will be available, eliminating the need to write exercises in longhand. You may also choose to bring an existing sample writing piece for one-on-one feedback.

Schedule

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

Credits

18 PDU_L/1.8 CEU/18 PDU

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