

Technical Writing

Module 1: Introduction to Technical Writing

- What is Technical Writing
- Technical and Business Writing
- The goal of technical writing
- Role of a Technical Writer

Module 2: Documentation Process

- Understanding Audience/Readers
- Collecting and Organizing information
- Drafting information verbally and visually
- Producing Information

Module 3: Technical Writing Process

- Document development process
- Estimating Technical Documentation
- Documentation Planning
- Selection of Tools
- Information Architecture
- Templates and Page design
- Audience Profiling
- Task Analysis
- Content Development
- Elements of Style
- Technical Reviews
- Editorial Reviews
- Formatting and pagination
- Document Conversions
- Content Publishing

Module 4: Grammar and Editing

- English Grammar
- Punctuation and Mechanics
- MS Style Guides & Proofreading

Module 5: Technical Writing Software Tools

- Macromedia Robo Help
- Adobe FrameMaker
- Snag IT
- MS Visio
- PowerPoint
- Photoshop

Module 6: Components of a Technical Document

- Creating a TOC
- Creating a LOF
- TOC vs. INDEX

- Documentation Plan

Module 7: Technical Writing Techniques

- Eliminate Variance
- Active Voice
- Active vs. Passive Voice
- Eliminate Anthropomorphism
- Dangling Participles
- Bracketing
- Punctuation
- Eliminate Noun Trains

Module 8: Overview of formats of Technical Documents

- User Guide (Manual)
- Release Notes
- API (Application Programming Interface) Documentation
- SDK (Software Development Kit) Documentation
- Market Requirements Document (MRD)
- User Requirements Document (URD)

Module 9: Advanced Technical Writing tools

- DITA Tool
- API Documentation
- XML

Writing Winning Proposal

Module 1: Getting Started

- Pre-Assignment Review
- Workshop Objectives

Module 2: Understanding Proposals

- What is a Proposal?
- The Proposal Writing Process
- Types of Proposals
- About Requests for Proposals

Module 3: Beginning the Proposal Writing Process

- Identifying Your Purpose and Your Audience
- Performing a Needs Analysis
- Writing the Goal Statement

Module 4: Preparing an Outline

- A General Format
- Special Sections
- Creating a Framework
- Getting Down to Details

Module 5: Finding Facts

- Identifying Resources
- Using the Internet as a Resource
- Organizing Your Information

Module 6: Writing Skills, Part One

- Spelling and Grammar
- Working with Words
- Constructing Sentences
- Persuasive Writing
- Mastering Voice

Module 7: Writing Skills, Part Two

- Creating Paragraphs
- Creating Strong Transitions
- Building up to Conclusions

Module 8: Writing the Proposal

- Educating the Evaluator
- Ghosting the Competition
- Using Illustrations

Module 9: Checking for Readability

- Checking for Clarity

- Reading for Your Audience
- Using the Readability Index

Module 10: Proofreading and Editing

- Proofreading Like a Pro
- Editing Techniques
- Checking the Facts
- The Power of Peer Review

Module 11: Adding the Final Touches

- Our Top Typesetting Tips
- Achieving a Professional Look and Feel
- Creating the Final Package

Module 12: Wrapping Up

- Words from the Wise
- Your Notebook

Impactful Presentation Skills

Module 1: Introduction

- Purpose of the Presentation
- Importance of Effective Presentation Skills

Module 2: Understanding the Audience

- Identifying Audience Needs and Expectations
- Adapting the Presentation to the Audience

Module 3: Structuring Your Presentation

- Defining Clear Objectives
- Organizing Content for Maximum Impact

Module 4: Creating an Engaging Opening and Closing

- Visual Aids and Design
- Selecting Appropriate Visual Aids
- Designing Slides for Visual Appeal
- Using Fonts, Colours, and Images Effectively

Module 5: Verbal and Nonverbal Communication

- Developing a Confident and Engaging Speaking Style
- Using Body Language and Gestures to Enhance Delivery
- Utilizing Vocal Variety and Pace

Module 6: Engaging the Audience

- Establishing Rapport and Building Connections
- Encouraging Active Participation
- Handling Questions and Managing Q&A Sessions

Module 7: Managing Nervousness and Overcoming Challenges

- Strategies to Reduce Nervousness
- Dealing with Unexpected Situations
- Handling Difficult or Hostile Audience Members

Module 8: Effective Delivery Techniques

- Speaking with Clarity and Impact
- Using Stories and Examples to Illustrate Points
- Using Visuals, Props, and Demonstrations

Module 9: Timing and Pace

- Managing Time Effectively
- Adjusting Pace for Emphasis and Understanding

Module 10: Practice and Rehearsal

- Importance of Practice for a Polished Delivery
- Rehearsing the Presentation for Fluency and Confidence
- Seeking Feedback and Making Improvements

Activities-

- Personality Test
- Verbal and Non-Verbal Communication
- Formal and Informal Communication
- Oral and Written Communication
- Guess the name of the country through emojis
- Exercise and tips for Voice Modulation

Video Clips: -

- Understanding of Non-Verbal Communication
- Guessing the pictures
- Tone and Pitch

Module 11: Introduction to Various AI Tools

- Understanding the importance of AI
- Learn text prompting techniques for better results
- Using ChatGPT in Daily tasks
- Case studies and examples
- Understanding the importance of Prompt Reliability