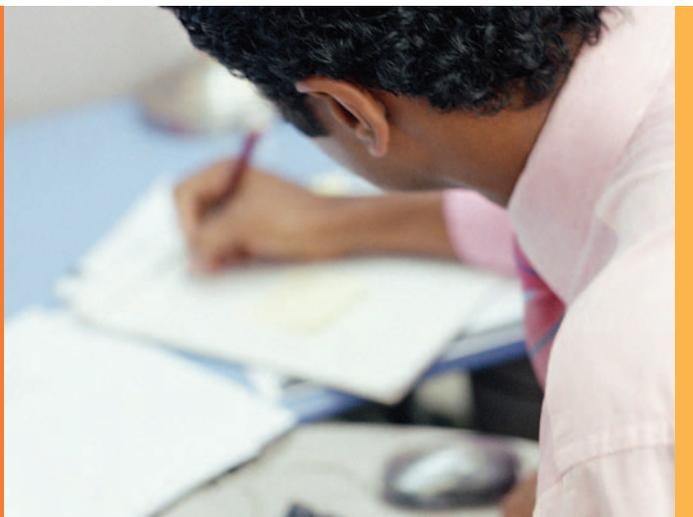


# Technical Writing —Advantage—

TOOLS FOR HIGHLY  
EFFECTIVE COMMUNICATION



TAKE YOUR BUSINESS COMMUNICATION SKILLS TO THE NEXT LEVEL

## Technical Writing Advantage



“Technical writing is bridge building. Effective technical writers build information bridges between themselves and their readers.”

—Unknown

### ▶ OUTCOMES

#### FranklinCovey's *Technical Writing Advantage* Workshop

1. Individuals learn how to organize initial ideas.
2. Individuals structure a solid document prototype.
3. Individuals evolve their prototype into a draft document.
4. Individuals review and refine the draft against formal standards.
5. Individuals produce a final and collaborative edit of their draft.

### Challenge:

Does your organization produce technical written communication that conveys professional quality, clarity, and accuracy?

Unclear and inaccurate information can seriously affect your effectiveness. Readers need to clearly understand the language and accurately retain the key points. Today's complex technical communication demands that organizations set common writing standards and develop efficient and accurate writing skills.

## Clear, Accurate Writing Increases Productivity

Most businesses depend on logical, concise, and accurate information. Unfortunately, without a common framework for producing timely, error-free documents, mistakes often occur, delays strain partnerships, and revenue is threatened. It has never been more important to adopt internal writing standards that match your customers' standards as well.

### The Solution:

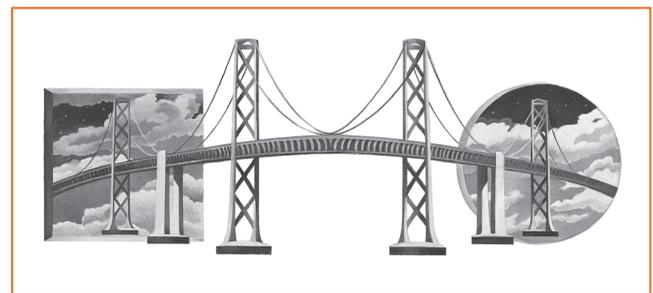
#### *The FranklinCovey Technical Writing Advantage Workshop*

To stay ahead in business, you have to cut through the information clutter and communicate clearly. FranklinCovey's *Technical Writing Advantage* workshop teaches you the skills to improve the quality, clarity, structure, and expected results of your technical communication. Compelling and concise written documents help you increase productivity, resolve issues, avoid errors, and increase credibility.

This workshop teaches how to take complex ideas and make them understandable and memorable in written form. This skills-based workshop will help your organization set technical writing standards that will have an impact on business results.

The FranklinCovey *Technical Writing Advantage* workshop is taught as a one-day, facilitator-led program where participants will learn how to:

- Organize ideas with the "Frontloading Planner" tool.
- Comply with the ten standards of design.
- Use the "Four-Box Organizer" tool to quickly prototype smaller documents or structure larger documents.
- Transform complex concepts into clearly-written sentences and paragraphs.
- Use the "Document Review Checklist."
- Check the accuracy of document information.



“Effective technical writing is simply building effective information bridges.”

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## Give your team members the knowledge and tools they need to take your business communication skills to the next level.

For more information about FranklinCovey's *Technical Writing Advantage* workshop, contact your FranklinCovey Client Partner or call +91 124 478 2222 to be put in touch with someone in your local area who can answer any questions.