



Technical Writing Advantage™

| Workshop Timeline | Core Competencies |
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| Day 1: Morning Introduction | <ul style="list-style-type: none"> Discover the objectives of technical writing. Review workshop objectives. |
| Day 1: Morning Standards | <ul style="list-style-type: none"> Establish standards that ensure quality documents: <ol style="list-style-type: none"> Informal standards. Formal standards. |
| Day 1: Morning Process | <ul style="list-style-type: none"> Apply a document-driven process to write better and faster. |
| Day 1: Afternoon Frontloading | <ul style="list-style-type: none"> Collaborate. Use a frontloading planner. Review your frontloading. Revise your frontloading. |
| Day 1: Afternoon Prototyping | <ul style="list-style-type: none"> Comply with the 10 standards of design. Design the prototype. Design graphics and captions. |
| Day 2: Morning Prototyping | <ul style="list-style-type: none"> Evolve the prototype as you discover and manage information. Introduce emphatic devices. Review the prototype. Revise the prototype. |
| Day 2: Afternoon Drafting | <ul style="list-style-type: none"> Draft according to your design. Review and revise your draft. |
| Day 2: Afternoon Reviewing and Revising | <ul style="list-style-type: none"> Manage the peer review along strict guidelines. Measure your work by formal standards. Conform to the standards. |

For more information about FranklinCovey's Technical Writing Advantage™ Workshop, contact your Client Partner or call +91 124 4782222 to be put in touch with someone in your local area.

Continuing Education Credits

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|--------------------------|--|
| Timing | 2 day |
| Program Level | Basic |
| Prerequisites | None |
| Pre-Work | None |
| Delivery Method | Group / Live |
| CPE / CEU credits | 17 hours CPE / 14 Contract hours / 1.4 CEU |

100% Satisfaction Guaranteed

We stand behind our solutions. We will happily give you a full refund, credit, or exchange when you return any FranklinCovey purchase within 30 days. Original receipt required. All FranklinCovey products carry an unconditional guarantee against any defect in craftsmanship for one full year. (Due to the nature of software and electronic devices, other conditions apply.)

Cancellation & Refund Policy

- You may, at any time prior to 14 days before your seminar (not including the day of the seminar) cancel your registration and receive a full refund.
- Within 14 days of the seminar, FranklinCovey will not issue a refund. However, you can reschedule for a future seminar at no cost or receive a credit towards an undetermined seminar to be utilized within one year.
- Participants contacting FranklinCovey after the workshop has been completed will be charged a re-registration fee of \$25 to transfer to a future seminar. Please be aware, if you cannot attend the seminar and fail to give proper notification prior to your seminar date you will forfeit your entire seminar fee.



Franklin Covey is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org



FranklinCovey has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Dr, Suite 800, McLean, VA 22102. In obtaining this approval, FranklinCovey has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result their Authorized Provider membership status, FranklinCovey is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.



FranklinCovey Co. is a recognized provider registered with the PMI Registered Educational Provider Program (PMI R.E.P.). FranklinCovey Co. Accepts and adheres to all PMI R.E.P. program policies, requirements and rules concerning the provision of professional education activities and materials.



FranklinCovey Co. has been approved as a Provider of continuing education in nursing by the Utah Nurses Association, which is accredited as an approver of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.