

Technical Writing Made Easy: Communicating Complex Ideas Simply

Course code: CWS-005



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Technical writing is a critical skill for professionals who need to communicate complex information clearly and effectively. Whether you're writing user manuals, technical reports, or process documentation, this course will teach you how to simplify complex ideas, organize information logically, and create documents that are easy to understand. By the end of the course, you'll have the tools to write technical content with confidence and precision.

Why Attend

This course is highly practical and interactive, featuring:

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Who Should Attend

Technical writers and documentation specialists.
Engineers, IT professionals, and scientists who write technical reports.
Project managers creating project plans and process documentation.
Professionals in regulated industries (e.g., healthcare, finance) writing compliance documents.

— Learning Objectives

- Understand the fundamentals of technical writing and its importance.
- Learn to write clear, concise, and user-friendly technical documents.
- Develop skills for organizing complex information logically.
- Master techniques for writing instructions, procedures, and explanations.
- Gain confidence in editing and proofreading technical content.

— Course Outline

DAY
1

Introduction to Technical Writing

- What is technical writing? Key principles and goals.
- Understanding your audience: Technical vs. non-technical readers.
- The writing process: Planning, drafting, revising, and editing.
- Activity: Writing a short technical explanation.

DAY
2

Writing Clear and Concise Content

- Plain language principles: Avoiding jargon and complexity.
- Writing effective instructions and procedures.
- Using active voice and strong verbs.
- Activity: Rewriting a complex paragraph in plain language.

DAY
3

Organizing Information Logically

- Structuring technical documents: Headings, subheadings, and lists.
- Creating user-friendly manuals and guides.
- Writing introductions, conclusions, and summaries.
- Activity: Outlining a technical document.

DAY
4

Visual Communication and Design

- Using visuals effectively: Diagrams, charts, and tables.
- Formatting for readability: Fonts, spacing, and alignment.
- Tools for creating technical visuals (e.g., Microsoft Visio, Lucidchart).
- Activity: Designing a visual to accompany a technical explanation.

DAY
5

Editing and Proofreading Technical Documents

- The importance of editing and proofreading in technical writing.
- Techniques for self-editing: Grammar, punctuation, and style.
- Peer review: Giving and receiving constructive feedback.
- Course wrap-up: Key takeaways and action plans for continued improvement.

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Vienna - Austria	€2,125
2 - 6 November 2026	Barcelona - Spain	€1,925
21 - 25 December 2026	Paris - France	€2,250
18 - 22 January 2027	Rome - Italy	€2,125
15 - 19 February 2027	Geneva - Switzerland	€2,625
15 - 19 March 2027	Amsterdam - Netherlands	€2,125
19 - 23 April 2027	London - United Kingdom	€2,100
17 - 21 May 2027	Istanbul - Türkiye	€1,425

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.