



Writing Technical Government Documents

Course ID #: 7000-091-ZZ-Z

Hours: 14

Course Content

Course Description:

Conveying technical content effectively to customers and end users is a critical skill to help advance the Agency's mission and the government employee's professional status in today's complex government environment. This workshop will demonstrate step-by-step the how-to process and techniques to plan, create and edit technical documents. Participants will develop critical skills and abilities in an engaging, fun, interactive, and safe learning environment.

At Course Completion:

Students will be able to:

- Determine the purpose of a Technical Document
- Identify your intended audience and influence content and development based on their needs
- Writing effective requirements that are meaningful, measurable, and enforceable
- Understand and apply the S.M.A.R.T. technique
- Build effective documents for flow and content that conveys information clearly
- Understand the principles of developing effective charts, graphs, tables, and other visual aids
- Apply effective data display techniques within a document
- Identify common errors and problems in technical documents
- Understand formatting and document organization techniques
- Assess a document for clarity, completeness, and readability
- Apply effective editing techniques
- Understand appropriate writing styles for government audiences and customers
- Apply effective techniques to create effective and grammatically correct written communication
- Understand how-to support your intended thoughts, requirements, or ideas and assessments
- Create professional documents
- Understand and apply effective communication philosophy
- Apply techniques to select the right word(s)
- Apply Best Practices for technical writing

Prerequisites:

None.

Target Student:

This workshop is designed for Federal Government employees.