



Technical Writing – PAPA2565

Busy executives, professionals and consultants often find themselves struggling to write technical reports in a hurry. Investing in this workshop will make it easier for you to organize your ideas so that you can communicate more succinctly and effectively.

This intensive one day course will give you the skills you need to expedite writing tasks and convince others your plans and recommendations are worth acting on. It will enable you to produce professional quality reports in record time.

Topics:

- defining your topic, purpose, audience, scope, style
- selecting the right report writing style
- advancing your argument
- organizing your research and recommendations
- creating that professional polish

Learning Outcomes:

Upon completing this course, you will be able to

- organize your ideas
- select the right tone for each client
- provide clear, simple instructions
- present your findings and recommendations
- produce professional looking materials
- manage large, complex writing projects

Facilitator: Judy Carter is an education, organizational change, business communications, and media relations consultant. A learning facilitator with diverse experience, she has taught leadership, teambuilding, change management, communication, conflict management, consensus building, social intelligence, critical thinking, writing, and sustainability. In addition to teaching faculty development, bachelors and masters level courses in several Royal Roads programs, Judy has taught for the University of Victoria, Simon Fraser University, Camosun College, Douglas College, government agencies, and United Nations Virtual Development Academy. In her classes, Judy teaches participants the skills and insights they need to be the change they want to see in the world.

Length: 1 day

Date: Fri, Nov 4, 2011

Times: 9am-5pm

Cost: \$215 (tax exempt)

Best to Register By: Fri, Oct 21, 2011

To Register:

Register online at <http://www.royalroads.ca/continuing-studies> using Visa or MasterCard; or by telephone, Monday to Friday, 9:00 a.m. – 4:00 p.m. at **250-391-2600, ext. 4801**; or **Toll Free at 1-866-890-0220**. Or, come by in person to the Continuing Studies reception area in the **Grant Building, 2005 Sooke Road, Victoria, BC, Canada V9B 5Y2**.



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