



t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

**silicon
beach**
TRAINING

Writing Courseware Material

Duration: 1 or 2 days

Prerequisites

There are no prerequisites for this course

This can be a 1 or 2 day Writing Courseware Material training course to allow for written examples to be created using design techniques and templates. It will require both work on computers and in groups discussing ideas. You'll also get MS Word templates that you can use to create professional-looking manuals quickly and easily.

Topics include:

- Analysing your readers' information needs
- Preparing a document plan
- Developing outlines and prototypes
- Organising information so it's easy to use
- Writing in plain English
- Designing attractive and professional page layouts

Objectives

At the end of the Writing Courseware Material workshop, you will be able to:

- Develop an effective document plan
- Organise a technical manual so that it's easy to find information
- Identify the standard contents of technical documents
- Design an attractive and professional-looking manual
- Present information graphically
- Know the importance of writing in plain English
- Identify the pros and cons of various software tools
- Understand how print manuals
- Recognise the importance of keeping manuals current

Course Content

What is courseware material?

The Courseware Writing Process

- The Planning Phase
- The Writing Phase
- The Delivery Phase
- The Feedback Phase
- Training planning flow diagram

Analysing Reader's Information Needs

Benefits of Audience analysis

- Identifying Your Audience

continued...

Follow Us



Related Courses

Training Needs Analysis: 1 day

Train the Trainer: 2 days

Writing Courseware Material: 1 day

Presentation Skills: 2 days

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining



**silicon
beach**
TRAINING

t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

Writing Courseware Material (continued)

Duration: 1 or 2 days

Prerequisites

There are no prerequisites for this course

Writing the Parts of a User's Guide

- Techniques
- Checklist for Training Needs Analysis

Planning the Courseware Material

Planning the development

- Training and Development is a Process
- Understand These Basic Terms
- Determining Your Overall Goals in Training

Adult Learning Methods

Enriching Training and Development

- Some Basic Requirements of Learners

Text hierarchy and headings

The Training Needs Analysis

- Types of Needs Analyses
- Some Basic Requirements of Supervisors
- Developing the Training and Development Plan
- Selecting Training and Development Goals
- Basic Principles About Adult Learning When Selecting Methods
- Basic Mistakes to Avoid When Selecting Methods

Understanding the need for training

- Are there any time lines that you should consider in your plan?
- Are you pursuing training and development in order to address a performance gap?
- Identify your training goals

Determining Your Learning Objectives and Activities

- Identify some preliminary learning objectives
- In what sequence should the learning objectives be attained?
- What are the best learning activities (methods) for you to achieve your learning objectives?

Developing Any Materials You May Need

- Should any of your planned learning methods be pretested?
- Planning Implementation of Your Training Plan
- Planning Quality Control and Evaluation of Your Training Plan
- Lesson Design Checklist
- Training Plan Logic Model

continued...

Follow Us



Related Courses

Training Needs Analysis: 1 day

Train the Trainer: 2 days

Writing Courseware Material: 1 day

Presentation Skills: 2 days

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining



**silicon
beach**
TRAINING

t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

Writing Courseware Material (continued)

Duration: 1 or 2 days

Prerequisites

There are no prerequisites for this course

Producing and distributing the manual Structure and Organisation

- Standard Contents

Dividing the manual into modules

- Organising information

Page and Screen Design

- A Visual Guide to Document Design and Layout

Establishing Production Standards

- Format

Style

Technical Language

- Addressing the User
- Presentation Conventions
- Physical Appearance and Requirements
- Special Requirements
- Write your headings using strong verbs and specific nouns
- Match your content to your readers' knowledge.
- Keep information specific rather than general.
- Write in plain English.
- Use active verbs rather than passive verbs.
- Keep your average sentence between 10 to 20 words.
- Edit wordy phrases.
- Use simple words rather than complex ones.
- Avoid jargon, especially:
- Avoid abstract words and phrases
- Keep technical terms to a minimum.
- Use examples and illustrations.
- Use diagrams, flowcharts and graphs.
- Use good layout to draw attention to key technical information.

How to Improve User Guides Layout and Editing

- Document Planning
- What is Technical Editing?
- Creating an Index
- Quick Formatting Tricks
- Document Planning Checklist
- General formatting tips
- Document Planning Checklist
- Twelve training tips

Follow Us



Related Courses

Training Needs Analysis: 1 day

Train the Trainer: 2 days

Writing Courseware Material: 1 day

Presentation Skills: 2 days

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining