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What is the Writing Courseware Material Training Course?

This Writing Courseware Material training can be a 1 or 2 day course to allow for written examples to be created using design techniques and templates.

This is one of many Human Resources Training and Coaching courses.

It will require work on both 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 and developing outlines and prototypes.

It will also cover how to organise information so it's easy to use, writing in plain English and designing attractive and professional page layouts.

- What is Courseware material?
- The Courseware Writing Process
- The Training Needs Analysis
- Understanding the need for training
- Determining Your Learning Objectives and Activities
- Developing Any Materials You May Need
- Producing and distributing the manual Structure and Organisation
- Writing the Parts of a User's Guide
- Planning the Courseware Material
- Planning the development
- Adult Learning Methods
- Enriching Training and Development
- Text hierarchy and headings
- Dividing the manual into modules
- Page and Screen Design
- Establishing Production Standards
- Style
- Technical Language
- How to Improve User Guides
- Layout and Editing

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