



National Park Service
U.S. Department of the Interior

INTRO TO TECHNICAL WRITING WORKSHOP

March 18-19, 2015

CAPITAL TRAINING FACILITY

Technical writing is a form of writing that is similar to, and yet different from, other forms of writing. It is similar in that it explains and communicates with the reader. It is different in that it focuses on a specific audience for a specific purpose. Therefore, strong writing skills are important to your success in the world of work.

Introduction to Technical Writing is a two day workshop designed to provide an overview of the concepts that are required for clear and concise technical and professional writing. This course will help participants, who have diverse backgrounds and job responsibilities, develop and present their ideas in writing. It will help them understand the techniques and build the skills needed to express and transmit ideas in well-constructed memos, letters or reports.

Good technical writing will reveal to readers that you know technical fields of expertise, and more so, that you know how to communicate your knowledge thoroughly, accurately, and clearly.

DATES: March 18-19, 2015

TIME: 8:30 A.M – 4:30 P.M.

**SESSION
LENGTH:** 16 hours

LOCATION: Capital Training Facility
Classroom #202 – Second Floor
1201 Eye Street, NW
Washington, DC 20005

PARTICIPANTS: All employees

CLASS SIZE: 20

COURSE NAME: Intro to Technical Writing

VENDOR: **Human Resources Institute**
Oxon Hill, MD 20745

TUITION: **Paid by WASO Learning and Development**

REGISTRATION PROCESS:

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NPS employees SHOULD register online at <http://goo.gl/forms/yQil1QEXJ1> by March 13, 2015 .

COURSE COORDINATOR: Brigitte Keels
Employee Development Officer
Capital Training Facility (CATF)
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WASO Learning and Development advances strategic service wide human capital development through competency-based leadership programs and specialized career field training for National Park Service employees and partners.