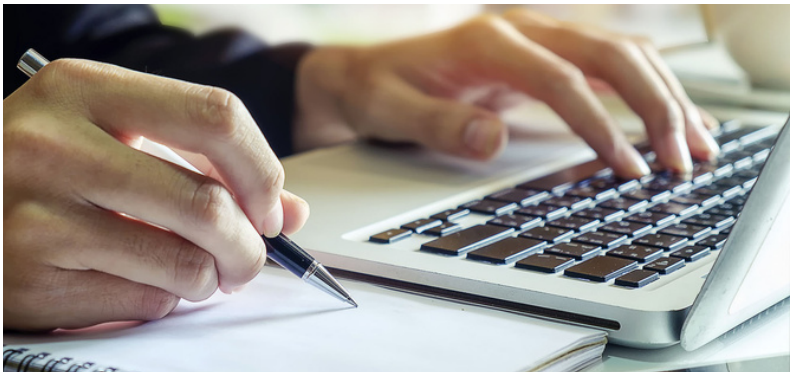
TECHNICAL WRITING COURSE FOR PROFESSIOALS IN THE LIFE SCIENCES

Introduction

This virtual seminar will begin with a general discussion of technical writing and its role within the life sciences. We will address the most effective techniques for extracting information from SMEs as well as those techniques that work best when observing procedures and activities to be documented. We will end this webinar with the mechanics of technical writing ranging from planning and organising the content through grammar, spelling and punctuation ending with writing simplification.



Learning Objective

An effective technical writer must consider many aspects of the craft to be truly effective. Writers, must adopt and apply the form and style of the industry in which they work as there are differences for example, between the documents written for a pharmaceutical production operation versus the creation of scientific journal articles. ...

Why Should You Attend

Even with the advent of technology, we still communicate with the written word. Technical writing is about conveying nformation quickly, accurately, clearly, and succinctly. How we communicate, how we are understood, and how the message is received directly depends upon our skills as technical writers. In the life sciences, this skill is exceedingly important.

Who should attend?

Anyone in the life sciences that is tasked with writing technical material to include standard operating procedures and work instructions .This course will benefit professionals from new joinees to managers in the pharmaceutical, medical device, biologics and related health industries who would like to write more effective documents

- Engineering
- Research & development Compliance
- Regulatory
- Operations
- Analytical
- Logistics/Supply chain
- Training & Development
- Technical Services.

Course Trainer

Charles H. Paul is the President of C. H. Paul Consulting, Inc. – a regulatory, training, and technical documentation consulting firm. Charles is a management consultant, instructional designer and regulatory consultant and has led C. H. Paul Consulting, Inc. since its inception over 25 years ago. He regularly consults with Fortune 500 pharmaceutical, medical device, and biotechnology firms assisting them in achieving human resource, regulatory, and operational excellence.

3 Day Course Outline

Module 1 Technical Writing Overview

- What is technical writing
- What role does technical writing play in the life sciences?
- Essential elements of technical report sections
- Learn strategies for organising, writing, editing, and proofing documents & correspondences
- Will teach you methods to evaluate your writing style and apply steps to express complex ideas more clearly and concisely.

Break 10 minutes

Module 2 Technical Writing Basic rules and skills required for technical writers

- How to begin the process
- How to collect information and determine what information is required
- Formats, consistency and styles
- Non-native audience considerations
- Grammar, spelling, punctuation, numbers and symbols
- Simplify your writing
- Ensuring accuracy
- Understand your own writing patterns and know the answers to your questions about the English language
- How the active and passive voices work and how to choose the most appropriate one for the type of writing you are doing

Break 10 minutes

Module 3 Knowing the Audience

- Analysing the audience
- Analysing the information – working with Subject Matter Experts
- Know how to review and revise documents
- How to address comments from reviewers
- How to negotiate with reviewers when disagreements arise between reviewers
  Learn to increase confidence in writing and revising documents
- Assessing and writing to the audience to produce effective written correspondence
- Effective techniques for extracting information from SMEs

Break 10 minutes

Module 4 Regulatory Requirements

- FDA expectations for quality of written text
- in submitted documents
- Common opportunities that are often
- overlooked or under-estimated by aspiring
- writers
- Technical writers in the life sciences – what
- do they write – types of medium
- Mandates for documentation set forth by regulators, such as the FDA, the International Organization for Standardization (ISO), and other governing bodies
- How to write effective summaries and respond to FDA requests for information

Break 10 minutes

Module 5 Final Document

- How to incorporate comments into the final document
- How to obtain comments in order to address timelines
- Final approval of the document
- Critical aspect of writing technical documents for the life sciences will be addressed with the goal of helping you become a better technical writer.
- How documents work in tandem from initial correspondence about a project to an approved protocol, amendments, and final study report
- Reports Editing and Completion

Break 10 minutes

Module 6 Summary

- Q/A Session with the Course Instructor
- Case study and Many Exercises
- Discuss your current challenges
- Award Certificate for the completion of the 3 Day course

Technical Writing Course for professioals in the Life Sciences

REGISTRATION FORM

Name: **Email:**

Organization: **Department:** **Position:**

Phone: **Mobile:**

Register Online At www.worldcomplianceseminars.com

or by calling our offi ce : 844-267-7299

Terms And Condition

- Registration shall be reconfirmed only once payment has been made prior to the course.
- Cancellation of participant/s shall be submitted in writing to WCS ten days (10 days) before the course. There is a 50% liability on all bookings once made.
- WCS reserves the right to make alterations to the conference/executive briefing content, timing, speakers without notice. The event may be postponed or cancelled due to unforeseen events beyond the control of WCS. If such a situation arises, we will refund your registration fee or we will try to reschedule the event.