ConstantsTechDocSupport

Training Work shops Consultancy

Input:
- Tech talk
- Data

TechDoc process

Output:
- Documents
- Webpages
- Information
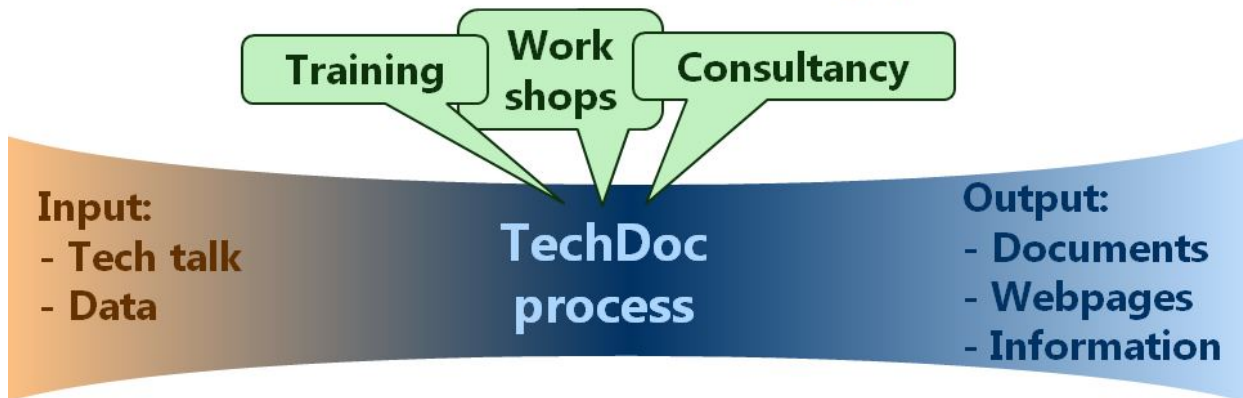
Training: introduction to the creation of technical documentation and product specifications

Do your **engineers** spend too much time on documentation and specifications instead of developing? Do you want to become more efficient in you content creation?

- Or worse, are your **customers** complaining about missing information or inconsistencies?

  Or even more worse, do they **not buy** because your information is difficult to comprehend?

Basics:
- The specification **is** the product until you **have** the product.
- The user manual **enables** to put the product to work **as planned**.

During the training you will learn:	After the training you know:
• What **customers** require in documentation. • What good documentation does **for you**. • What the key ingredients of good documentation are. • How to organize and manage the creation process.	• What makes good technical documentation. • How to organize the process to create that documentation. • How to set your quality standards and measure against it. • How to **optimize** the effort needed for good documentation.

The training is designed for:
- Development managers
- Quality managers
- Marketing managers
- And all those involved in the documentation process, the responsible individuals.

Training details

Topics handled during the training

The obvious	Terminology

• House style
   - Looks
   - Language
   - Legal content
• Delivery channels
	• Words and terms
	• Symbols

Content strategy	Work process

• Call for action:
   - Who, where, when
• Content types
   - Task
   - Concept
   - Reference
• Specification / user manual
	• Content definition
	• Sources of information
	• Quality assurance

Tools	Technology
• Editors • Content management	• XML • Information configuration

Investment

The training takes 6 hours and can easily be fitted in one afternoon and early evening session. During the training you will have the opportunity to reflect your own case against the learnings during the sessions.

It is ideal to do an in house training with your peers involved in the documentation creation and maintenance. For such an in house training the program can be optimized to fit your specific needs.

	Cost:
Individuals	400 Euro
In house	2000 Euro, the host will provide adequate training facilities and catering during the training.