

Advanced Technical Writing for the Manufacturing Sector

This programme aims to establish a high standard of technical writing within manufacturing organisations. The programme will provide practical guidance on templates, layout, style, and language in order to develop a high standard of documentation which is factual, coherent, succinct, and readable for an intended audience. The course will incorporate key concepts such as corrective actions and preventative actions (CAPA), Deviations and Root Cause Analysis.

Programme Learning Outcomes

- Demonstrate the ability to understand a target audience and identify the regulatory expectations for technical writing
- Ensure information documented presents a logical flow and is chronologically organized
- Demonstrate a consistent approach to how documents and reports are structured
- Demonstrate ability to write with focus and present information in a clear and concise manner.
- Understand and appreciate the importance of fact checking and CAPA status.
- Demonstrate an awareness of root cause analysis methodology

Indicative Programme Content

- Language and style
- Sequence, structure and content
- Writing for auditors
- Document guides and document templates and the importance of standardization
- CAPA, root cause analysis and investigation documentation

Programme Duration

1 day blended learning delivery