Businessmaker® ACADEMY

TRAINING INVITATION

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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

TECHNICAL WRITING FUNDAMENTALS
Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



TECHNICAL WRITING FUNDAMENTALS

"Strategies for Crafting Effective Technical Documents"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Effective technical writing is the backbone of communication in many industries, from engineering to IT, healthcare to manufacturing. Technical writing is more than just documentation; it's a vital communication tool that bridges the gap between complex ideas and clear understanding. The ability to convey complex ideas with precision, clarity, and impact can spell the difference between success and failure in delivering products, services, and solutions. This course is designed to equip participants with the essential skills to transform complex technical information into content that is accessible, actionable, and professional. Imagine reports and correspondence that are not just informative and helpful but are even engaging to read!

WHO SHOULD ATTEND:

This course is recommended for technical writers, engineers, product managers, marketing and customer support and any professional who need to create clear and effective documentation.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to prepare clearly structured and coherent documents that cater to different audiences, including technical and non-technical readers.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Identify key elements of effective technical writing
- Tailor documents for different audiences, including technical & non-technical readers
- Structure technical documents logically & coherently
- Write clearly & concisely, avoiding misinterpretation and ambiguity
- Use visual aids (charts, graphs, etc.) to enhance communication
- Apply standard guidelines for formats, style, and grammar in technical documentation
- Utilize apps for editing & proofreading

COURSE TOPIC HIGHLIGHTS:

1. Defining Technical Writing & Its Purpose
2. Differentiating Technical Writing
3. Understanding Various Forms of Technical Documentation
4. Learning the Importance of Accuracy, Clarity, and Brevity
5. Developing Strategies by Analyzing Purpose on Audience
6. SMART Objectives
7. Identifying the Needs of Different Audiences
8. Organizing Information
9. Writing Concisely Clearly
10. Visual Elements in Technical Writing
11. Understanding the Importance of Labeling and Captions
12. Formatting & Style Guides
13. Managing Intellectual Property Considerations, Citations, and References Protocols
14. Managing the Use of Artificial Intelligence
15. Editing & Proofreading Techniques

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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