SQT

TRAINING THAT DEVELOPS
REAL CAPABILITY

Technical Writing Skills

LS030

Technical Writing Skills

Clear, accurate and compliant documentation is vital for success in every field. This two-day programme equips learners with the skills and confidence to produce professional documents that are compliant, accurate, well-structured and easy to understand. Delivered by expert tutors, the programme introduces a proven step-by-step approach to technical writing, supported by practical exercises and examples, that ensures writing is concise, consistent and easily understood.

We can tailor the training to meet your specific training needs and incorporate examples from your processes and procedures into the training programme as required.

Duration & Price

Duration: 2 days
Public Virtual Training: €745
Delivery mode: This programme is available In-Company, and via Public Virtual Training

Dates & Locations

Date	Venue	
24 - 25 Feb 2026	Virtual	Book Date
26 - 27 May 2026	Virtual	Book Date

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

This training programme uses a structured six-step approach to creating high-quality professional technical documentation. It combines expert input with interactive writing exercises to help learners build confidence and improve their practical skills.

Key topics include:

- Analysing the audience
- Determining the key message
- Rules for good technical writing
- Delivering a message clearly, not just reporting facts
- Editing and proofreading techniques
- Using MS Word to avoid formatting errors
- Writing rationales using the Claim, Evidence, Reasoning (CER) format
- Applying examples of ‘what good looks like’
- Learner-led discussions and in-class group work

During the training, learners create a list of improvement actions which they commit to implementing. Four weeks after the training learners complete a follow-up survey designed to reinforce progress and embed good writing practices into their daily work.

Who should participate?

This training is designed for professionals who need to write clear and accurate technical documents. These documents can range from procedures, validation protocols and deviation reports to technical reports and memos. The training is particularly beneficial for Engineers, Managers and Technical personnel involved in:

- Quality and Regulatory Affairs
- Validation and Technical Services
- Research and Development
- Scientific roles
- Management and Supervisor Roles
- Document Review

A good standard of written and spoken English is important to engage effectively with this programme.

What will I learn?

On successful completion of the training programme, learners will be able to:

- Analyse the audience to ensure that documents contain meaningful information
- Identify and structure a clear message for each document
- Apply simple rules to achieve clarity, conciseness, consistency and readability
- Write and edit SOPs, reports and rationales that withstand audit scrutiny
- Use data, evidence and graphics effectively to communicate technical findings
- Edit and proofread with confidence to achieve document accuracy
- Apply practical techniques to reduce errors and improve formatting
- Produce professional, high-quality documents that engage the reader

These outcomes ensure that learners return to the workplace with the practical skills and knowledge necessary to produce professional and compliant, high-quality documentation.

How do we train and support you?

- Practical, highly interactive, discussion-based training, with flexibility to meet specific organisational needs
- Pre-training consultation for in-company courses to tailor content to organisational needs
- Emphasis on industry specific application through practical exercises, case studies and group activities that reinforce key concepts and encourage active participation
- Access to comprehensive course material that is regularly reviewed and updated to reflect the latest industry standards and guidance.
- Live training is available virtually or delivered on site to suit the needs of the team
- Real-time support from expert tutors

Class sizes are limited to 12 participants to support personalised learning and individual support.

How can you progress?

Learners who complete this course often continue to deepen their skills in:

- Mastering CAPA in the Medical Device Industry
- Mastering CAPA in the Pharmaceutical Industry
- Process Validation & Equipment Validation
- Process Validation for Medical Device Manufacturing (Certified - QQI Level 7)
- Medical Device Risk Management and ISO 14971:2019
- Pharmaceutical Quality Risk Management and ICH Q9
- MDSAP Internal Quality Auditor

Tutors

Gerry Burke
View Profile

Ita Lafferty
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John Lafferty
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What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.

Click Here

SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer

QQI AWARD | IEMA APPROVED | CompEx Part of the JTL Group | FSPCA FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE | CQI IRCA APPROVED TRAINING PARTNER | Chartered Institute of Environmental Health

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