

# Introduction to Technical Writing for the Manufacturing Sector

The Introduction to Technical Writing programme is designed to meet the growing industry demand for effective technical writing skills which are essential to all industries.

This programme will provide learners with the skills to confidently communicate detailed manufacturing processes accurately and in a consistent manner. Participants will learn to write effective reports and industrial documentation and deliver information concisely to an intended audience.

## Aims and Objectives

The aim of this course is to equip learners with the tools to write technical documents of a high standard. On completion of this programme the participants will demonstrate the skills required to produce accurate, precise and succinct documentation within a manufacturing setting. Learners will also gain an understanding of the importance of preparing technical documents for a specific audience using a standardised, concise approach.

## Learning Outcomes

On completion of this programme the learner should be able to:

- Demonstrate an understanding of Good Documentation Practice and data integrity required for the manufacturing sector
- Apply the required skills to ensure documents are structured, compliant and presented in a consistent manner
- Recognise and apply the common features of all standard reporting and procedural documentation

### PROGRAMME DELIVERY

1 day online delivery.

### PROGRAMME CERTIFICATION

Innopharma Education Certificate of Completion & Digital Badge.

### WHO IS THIS PROGRAMME FOR?

This programme is aimed at employees in all manufacturing sectors wishing to upskill in the area of Technical Writing.

### ENTRY REQUIREMENT

Courses are fully funded to both employed and unemployed applicants who are either living or working in the Midlands region (Longford, Laois, Offaly or Westmeath).

# CHANGE DIRECTION, ADVANCE YOUR CAREER

- Demonstrate the ability to communicate complex and technical information in a succinct, effective and professional manner

## Course Content

- Discuss the regulatory expectations for technical writing and identify examples of Good Documentation Practice
- The principles of Data Integrity
- Good document design techniques and templates
- Writing methods, writing with focus and presenting information concisely to a defined audience
- Effective report writing and professional email writing

## Other courses options include

- Advanced Technical Writing for the Manufacturing Sector
- Introduction to cGMP for the Bio-Pharmaceutical Industry
- Introduction to Clinical Trials for the Pharmaceutical Sector
- Introduction to Validation for the Pharmaceutical Sector
- Introduction to Quality Control for Bio-Pharmaceutical Manufacturing
- Certificate in Supply Chain (Special Purpose Award/QQI Level 6 20 credits)
- Certificate in Operational Excellence (Special Purpose Award/QQI Level 6 25 credits)

## A PROFILE OF IRELAND'S ADVANCED MANUFACTURING

Advanced Manufacturing accounts for

**36.7%**  
of GDP in Ireland

The sector employs

**231,000**  
direct employees

**9** out of the worlds  
top 10 STEM compa-  
nies have a presence in  
Ireland

Ireland is the world's

**3rd**  
largest exporter of  
pharmaceuticals

Ireland's life sciences  
sector has a **global  
reputation** for oper-  
ational and innovation

For more information on this course contact Innopharma Admissions on: T: +353 (0) 1 264 5570 e-mail: [admissions@innopharmalabs.com](mailto:admissions@innopharmalabs.com) Visit our website on [www.innopharmaeducation.com](http://www.innopharmaeducation.com)