



X·CONSCIOUS
TALENT FOR TALENT

X-conscious nv.

Dendermondsesteenweg 151 bus 504
2830 Willebroek
Belgium

An@xconscious.be
GSM +32 479.98 46 69

BTW BE 0759.597.397

Learning journey

"Technical writing"

for procedures & instructions



Goals



Writing procedures and work instructions

Purpose

You will learn to write procedures and work instructions in a practical way.

The focus for this session is on creating documents that are easy to read and make the content stick better.

You will also gain insights in how human error can be reduced in this way.

For whom?

Employees involved in writing procedures and work instructions. There is no need for relevant prior knowledge.

Why relevant

Writing procedures or work instructions is often the last step in your project, it has to be quick. On the other hand, this is one of the important steps to close your project. It also determines whether your project will be implemented in a good way and can avoid many mistakes afterwards. Writing clear and easy to capture procedures and instructions can be taught. In this training we will discuss what works and what does not work.

Agenda

1. Target and target audience
2. Benefits of highly written procedures and instructions
3. Documentation/Structure Statement
4. How does the human brain work and what tips do we take from this for writing procedures & instructions?
5. Content of procedures and instructions
6. Roles and responsibilities (RACI)
7. Tools to optimize readability and spelling
 - Flow charts
 - Language and technical writing
 - Attention markers (icons), pictogram list
 - Photos (reality on the floor)
8. Practical exercise and workshops
 - How to write clear and efficient instructions?

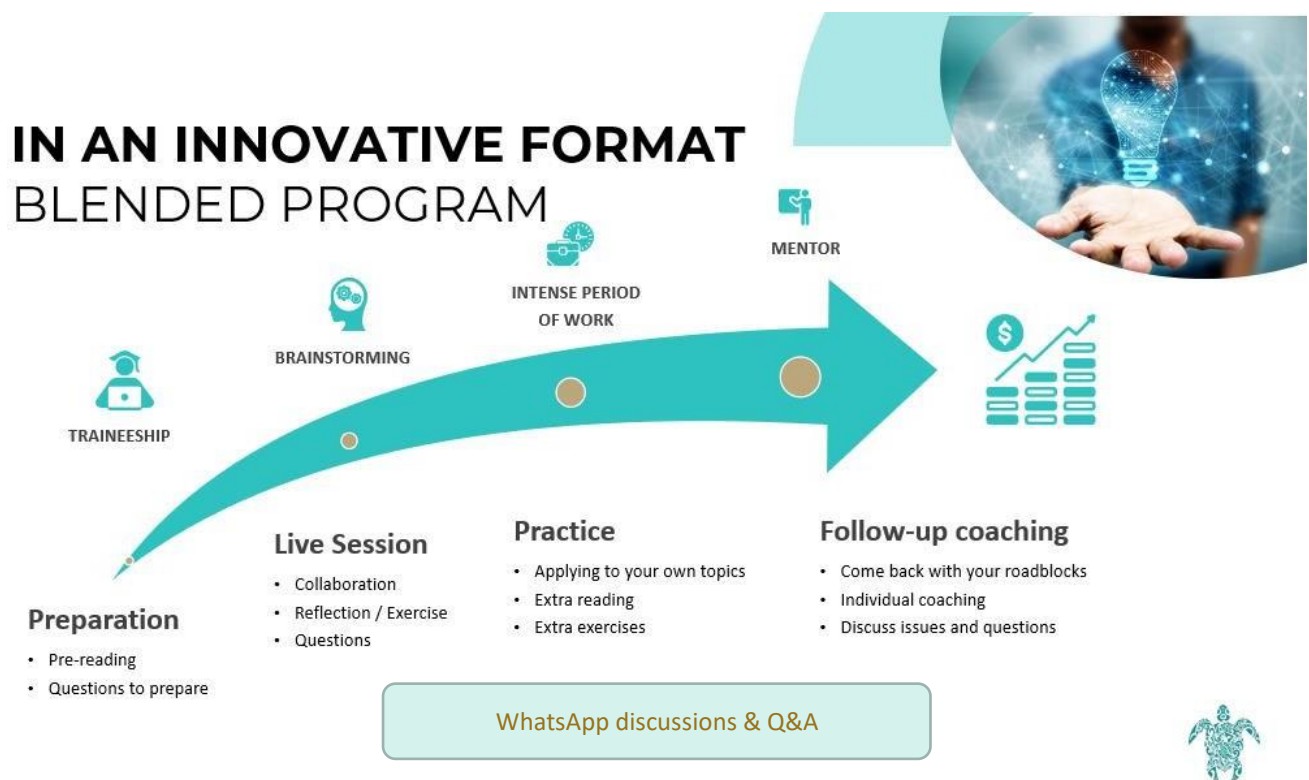




Design:

X-Conscious stands for short practical learning nuggets integrated in your worktime. Focus on learning in the workflow and optimum performance results. Interaction and discussions are key. On the other hand, we keep our sessions light and fun, because people learn best when they are having fun. X-Conscious works together with a collective of certified experts and trainers from Betoobe. Betoobe is a freelance community. As owner of X-Conscious, I am the community lead of the trainers' community. Do not hesitate to contact me if you have any questions.

*"Performance based training programs for your consultants
easy integrated in worktime."*



Each module exists of:

- ✓ Teasers
- ✓ Reference materials (PowerPoint and/or recording of the session)
- ✓ Live (online) practice sessions
- ✓ Q&A's





Trainer



An De Boelpaep
owner of X-Conscious

I have had the opportunity to work in Learning & Development for large companies such as Pfizer, Bill Gates Foundation (USAID), Ineos, Etex, Prothya Biosolutions.

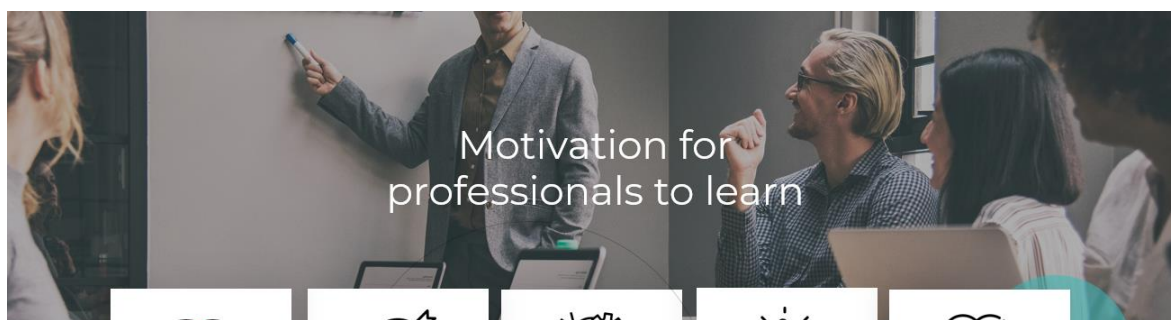
To really follow my passion for building an eco-system around learning, I became an entrepreneur in 2018.

As an entrepreneur I put a concept in the market that fully resonates with who I am and with the values I represent when working with customers and partners.

It is my passion to guide people to improve their personal productivity, so that this increased efficiency leads to more job satisfaction & engagement. Moreover, this personal growth will also boost the organization's growth.

I strive to deploy HR strategies that are innovative and creative with a positive impact on efficiency in order to sustain the personal/organizational growth.

Adjustability is my motto. I like practical and pragmatic solutions, not expensive and heavy models. More precisely, what is needed to really achieve results in your environment.



Motivation for professionals to learn



Relevant



Goal-oriented



Practical



Intrinsic motivation



Feeling respected

! Make it Fun !

