BTW | Become a technical writer

Course Guide for Become a Technical Writer (2024)

INSTRUCTOR

Bobby B. Kennedy

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CLASS MEETINGS

Monday & Thursday Evenings

(Additional classes available for other time zones.)

COURSE OVERVIEW

This course is focused on helping adults **become job-ready technical writers.** It involves exercises and documents that mimic what real technical writers do in their day-to-day jobs.

DURATION

SEMINAR including live sessions: 10 Weeks | FLEX (self-paced): (20-40 hours)

CERTIFICATE REQUIREMENTS

- Complete all exercises
- Complete at least 3 documents
- Attend class sessions (recommended but not mandatory)

RESOURCES

Everything you need to become a technical writer is in the course. We also provide links if you want to learn more. You can reach your instructor via course messaging, email, phone, or text. He usually responds within the same day unless you're sending long documents.

ALUMNI BENEFITS

- Community: We have an active community that you can join and benefit from long after you complete the course.
- Forever Thursdays: Every Thursday night at 9pm (US/Eastern time).

WEEK OUTLINE

- Week 1: Course Overview
- Week 2: Software Tools
- Week 3: Editing | Writing Practice
- Week 4: Procedures: The Soul of Technical Writing
- Week 5: Introduction to Creating Documents and COVID Document
- Week 6: Knowledge Article
- Week 7: Salesforce User Guide (Part 1)
- Week 8: Salesforce User Guide (Part 2)
- Week 9: Marketing Yourself
- Week 10: Successful Interviewing

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LESSONS

WEEK 1: COURSE OVERVIEW & OBJECTIVES

- Course Overview
- Housekeeping
- Introduction to Technical Writing
- Fun Quizzes
- Week 1 Additional Learning Resources

WEEK 2: SOFTWARE TOOLS

- About Software Tools
- Our Software Tools
- Download & Install
- Fun First. Then: Professional Training
- Word Processor (MS Word)
- Screen Capture Tool (SnagIt)
- CMS (Confluence)
- Also: CRM (Salesforce)
- Also: Graphic Design (Canva)

WEEK 3: EDITING | WRITING PRACTICE

- Best Practices
- Editing Introduction
- Editing Exercise A
- Writing Introduction
- Writing Practice
- Writing Exercise A

WEEK 4: PROCEDURES: THE SOUL OF TECHNICAL WRITING

- Procedures Like Cooking Recipes
- Procedures. How to Write?
- Procedures Exercise A
- Procedures Exercise B

I accepted an **$80,000** position with a software company… with less than a year of "technical writing" experience!

- Nathan Laux

WEEK 5: INTRO TO CREATING DOCUMENTS AND COVID DOC

WEEK 6: KNOWLEDGE ARTICLE

WEEK 7: SALESFORCE USER GUIDE (PART 1)

WEEK 8: SALESFORCE USER GUIDE (PART 2)

WEEK 9: MARKETING YOURSELF

- Marketing: The 3 Paths
- Marketing: Invest in Your Brand
- Marketing: Exercise A: Job Search Checklist
- Marketing: Exercise B: Create a Portfolio
- Marketing: Exercise C: The Resume

WEEK 10: SUCCESSFUL INTERVIEWING

- Interviewing: Typical Questions
- Interviewing: Exercise A: Open Position
- Interviewing: Exercise B: The Interview

Appendix A: Tailor Your Resume!

Appendix B: The 3 Types of Documentation

Appendix C: Working with Subject Matter Experts (SMEs)

> ...it's had an immediate impact on my career, and I can see it's going to pay me back a hundredfold.
>
> ■ Tyler McMichael

LEARNING OUTCOMES:

- Understand the technical writing environment today.
- Learn the types of technical writing.
- Install and work with software tools used by technical writers.
- Refine editing skills.
- Refine writing skills.
- Write effective procedures.
- Create new documents.
- Market yourself more effectively.
- Interview more effectively.
- **Become job ready as a new technical writer.**