

Developing Usable Content & Documentation

AN INFORMATION MAPPING® SEMINAR

Description	Learn how to apply our research-based methodology to make complex material easily accessible and readily understandable. Master these new skills quickly by working on a substantial project during the three-day seminar.
Number of Participants	The seminar is limited to 12 participants so that each one can receive individual attention.
Duration	<i>Developing Usable Content & Documentation</i> consists of three days of instruction.
Objectives	After completing this seminar, participants are able to: <ul style="list-style-type: none">• Analyse their audience by identifying what they want their readers to do, and what they need to know in order to do it• Analyse the critical information they need to communicate, and classify it by its information type• Build information modules that are based on the way the reader will access, read, comprehend and remember the information• Organise and sequence those modules optimally for the reader• Apply the Information Mapping Methodology to their own work
Participant Materials	At the seminar, you receive the following materials: <ul style="list-style-type: none">• Reference Manual – a comprehensive document containing the theory, task-based approaches and hundreds of examples you can use to develop effective procedure and policy documents• Practical Exercises and Case Study Material that you will use during the seminar• Quick Reference Guide – a handy reference that summarises the key points of the seminar, and that will prove invaluable back on the job• Formatting Solutions™ Software – a useful software tool that helps you apply the Information Mapping method to your own word processing system

Continued over

Developing Usable Content & Documentation, Continued

Who Should Attend?

You will benefit from this seminar if you develop, or are responsible for developing business-related documents such as:

- Administrative procedures
 - Compliance documentation
 - Operating procedures
 - Safe work practices
 - Reports
 - Training materials
 - Work flows and business processes
 - Policy manuals
 - Reference manuals
 - Proposals
-

About Our Instructors

Every Information Mapping instructor has successfully completed a rigorous certification process.

In addition, instructors are chosen because they have a background and skills appropriate to the subject matter. Information Mapping instructors achieve consistently high ratings in seminar evaluations.

Prerequisites

There are no prerequisites for this seminar.

Seminar Offerings

This seminar is offered in several ways to meet your training needs:

- **Public Seminars** – This seminar is offered several times a year. This is a good option if you have only a few people who require training.
 - **On-site Seminars** – This seminar can be offered to a group at your location, meeting your needs for timing and convenience and allowing the course to be tailored to your specific needs and goals.
 - **Licensing** – Organisations seeking to train 100 or more people in this seminar can certify one or more employees to teach in-house.
-

Public Seminars

For details of forthcoming public presentations of *Developing Usable Content & Documentation*, see the attached course schedule.

Seminar Fee

The cost of the three-day seminar is 1,400 euro. This covers tuition, comprehensive course notes and reference materials, a single-user licence for Formatting Solutions™, lunch and refreshments.

Register Now!

To register for this seminar, please complete the attached form and return it without delay.
