



## U.S. WIN Professional Development 2021 Spring Webinar

\*\*\*\*\*REGISTRATION ANNOUNCEMENT\*\*\*\*\*

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# "Write it so they read it: Technical Writing Update"

April 22, 2021 from 2:00 - 3:30 p.m. EST

Register by COB April 18, 2021 at this [link](https://www.surveymonkey.com/r/W7CS6LR)  
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Finding the time to write your organization's project updated, procedures, instructional guides, corrective actions, policy reviews, and various manuals and guidelines can be a challenge.

Getting employees to actually read and pay attention to them is even more of one.

In addition, any technical document bearing your organization's name must be absolutely error free. Even a careless typo can damage a leader's reputation and make an entire work group look bad. The secret to a technical writer's success is segmenting the **prewriting**, **writing**, and **rewriting phases** to produce tighter, clearer, more meaningful user-friendly documents.

During this interactive technical writing webinar, **Certified Speaking Professional Mandi Stanley**, will guide participants on preparing technical documentation in an easy-to-read manner, organized in three main phases: Prewriting, Writing, and Rewriting. With more than 25 years' experience Mandi works primarily with business and governmental leaders who want to boost their professional image by becoming better speakers and writers.