

# Create structured and efficient documentation

## Description

This course teaches you how to structure documentation by module. This can be applied to a course material, guidelines, rules of procedure, etc.

## Course Content

### In short

- Definition
- Two main ideas
- Objective: deliver a message adapted to each context of use
- Strategy: the 7 W rule

### Cut and structure a module

- Why cut out and structure a module?
- Differences between a paragraph and a module
- Objective of the division: prepare the structuring of the document
- Structuring: presentation methods

### Titling a module

- Why titrate a module?
- Some rules for titling
- Titles families
- Indicate the notion of depth
- Tables of Contents

### Contextualize a module

- Why contextualize a module?
- Sports test
- The 7 key questions: Why, Who, What, How? 'Or' What, When, Or and How

### Homogenize

- Why homogenize?
- What is the consistency of a document
- Background
- Form
- Content and form: vocabulary
- Training Support

### Purpose of this support

- Illustration of the support on the 5 rules to modularize
- Schema deployed
- Contextualize

## **Test**

- Objective of this test
- Unrestructured information
- Restructured information
- Discussion of the result obtained

## **Documentation**

- Digital courseware included

## **Participant profiles**

- Trainers
- Anyone who has to write professional documents

## **Prerequisites**

- No prerequisites

## **Objectives**

- Write a structured document adapted to each context of use

## **Niveau**

Fondamental

## **Classroom Registration Price (CHF)**

800

## **Virtual Classroom Registration Price (CHF)**

800

## **Duration (in Days)**

1

## **Reference**

COM-DOCU