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