
Workshop Registration

To register please complete the form and send to WritersInc.

Name: _____

Position: _____

Company: _____

Address: _____

Tel: _____

Email: _____

Cost: \$425.00 (plus GST)

Please indicate method of payment

Cheque

Purchase Order No _____

Special Offer

Book four participants on our workshop and pay for three. Offer expires 2 December 09.



Contacts

For further information contact:

Ruth Hamilton
WritersInc

Tel: (09) 579 2641

Mob: (0274) 930 876

Email: ruth@writersinc.co.nz

WritersInc Ltd,

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Auckland

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▪ www.writersinc.co.nz

WritersInc

Added value Writing expertise
Analysis specialists Increased
productivity Online and print
Capturing Relevant content ad
value the Quality projects with
budget Knowledge On time in
the Asset Innovative solutions
Up-to-date manuals Improved
performance Technical writers
Accessible information Timely



Standard Operating Procedures Write on Target, SOPs

- *Do you know how to write clear standard operating procedures?*
- *Are your processes and procedures written down?*
- *Are your documents easy to read and understand?*
- *Can your readers find information quickly?*

Don't let your business miss
the mark ...



**...sharpen your writing skills , target
your audience
and ...**

- *Produce effective documentation*
- *Write quickly and save time*
- *Give your readers what they need*

Who are we?

WritersInc Ltd is a professional documentation company that provides business writing courses and regularly writes Standard Operating Procedures for a variety of industries.

What can we offer?

We provide a cost-effective practical workshop that includes:

- An opportunity to discuss any documentation issues
- Follow up - critiquing a standard operating procedure of your choice
- Comprehensive course booklet.
- Before and after samples

The Programme

The programme consists of a series of 3 practical sessions. Each workshop is limited to a maximum of 4 participants.

The coursework includes the key elements of effective writing, how to structure standard operating procedures and how to present them in print or online.

Ruth Hamilton is your trainer.

■ Introduction to Standard Operating Procedures
■ General presentation guidelines
■ Write clearly, concisely and correctly
■ Writing policy, processes, instructions and guidelines
■ Case study exercises

All courses are held at our premises:

*WritersInc Ltd
Level 3, Unit 2
32 Greenpark Road
Penrose*

Workshop Dates

Please indicate the workshop series that you would like to attend:

- Thursday 8, 15, 22nd October, 2009
9 am – 12.00pm
- Thursday 8, 15, 22nd October, 2009
5.30 pm – 8.30pm
- Thursday 5, 12, 19th November, 2009
9am – 12 pm
- Thursday 5, 12, 19th November, 2009
5.30 pm – 8.30 pm
- Wednesday 2nd, Thursday 3rd, Friday 4th
December, 2009 5.30 pm – 8.30 pm
9am – 12pm

*Individual attention assured
Maximum of 4 participants
Opportunity to work on own documents
Practical experience
Computers provided*

