

Centre for Continuing Education

Writing a manual: the basics

Gillian Polack

Dates

Thursday 6 and Friday 7 August

Time

9am – 5pm

Overview

This course takes you through the steps needed to produce a good manual, from determining its target audience and the type of writing style, through organising the material, presenting it (writing and how to use graphics), to options for its final presentation

Content

- managing the writing project
- defining purpose and audience
- skills development (identifying necessary skills, plus specific training in appropriate writing skills, collecting the material, and organising and presenting the material)
- evaluating the manual

Learning Objectives and Outcomes

As a result of this course, participants will have:

- an understanding of the processes and techniques necessary for producing a good manual
- specific skills that will help in the production of the manual.

Recommended for

Those with a need to write or commission a manual. This course is aimed at persons with little or no previous experience in writing manuals.

Short biography

Dr Gillian Polack is a scholar and adult educator with particularly strengths in teaching writing, diversity and women's issues. Clients have included CARE International, the Department of Foreign Affairs and Trade, the Canberra Museum and Gallery, the National Council of Jewish Women of Australia, POS Solutions (Australia), the Murray/Darling Commission. She is a writer, with two books and over two hundred short pieces published. She has over twenty years experience with NGOs, focussing particularly on the needs of women.