

## Writing skills program – one day workshop package

### What do participants learn?

We tailor our programs to meet our client needs. Participants will learn how to:

- analyse the audience and its needs
- plan and structure their writing
- write for impact
- edit their own work
- make their work look good.

These skills are taught in the context of producing:

- media releases
- departmental reports
- fact sheets
- consumer materials
- other internal and external documents.

We can include additional customised modules as required.

### What is included in the program?

The core elements include:

- Pre-workshop reading and homework
- Full day workshop
- Post-workshop mentoring
- Two-hour refresher session (six months after full-day workshop)

RaggAhmed also provides a suite of tools such as checklists, how-to guides and tips sheets for workshop participants via a password-protected area of our website.

### Format and approach

We have a very interactive approach to teaching. Participants are expected to contribute in our workshops. Sessions feature a number of group exercises. We also provide one-to-one feedback within the sessions.

### Evaluation process

We conduct surveys before and after the main workshop. The pre-workshop survey enables our teachers to understand participants' expectations and tailor the content accordingly. The post-workshop survey provides detailed feedback about the achievement of the learning objectives and the teachers' performance.

### Who runs the workshops?

We have two teachers at each of our workshop sessions – one with specialist writing skills and another from a scientific background. Participants benefit from hearing presentations with two different perspectives, as well greater access to one-on-one support.

### How many participants?

The program is designed for 12–16 people. This maximises group participation, allows for break-out groups to participate in team exercises and individual feedback during sessions and in breaks.

### Where are workshops held?

We generally conduct courses at the client's venue, but can arrange a venue on your behalf if requested.

### What does it cost?

Please contact [enquiries@raggahmed.com](mailto:enquiries@raggahmed.com) to discuss a program to suit your organisation's training needs.

### Who should attend?

Anybody whose work involves scientific, medical or technical writing, including:

- doctors
- researchers
- nurses
- allied health professionals
- project officers
- policy officers
- PhD students.

### What do previous clients say about us?

*'The workshop affirmed my current set of skills and highlighted areas for improvement.'*

Participant, SA Department for Environment and Heritage

*'The session you provide never fails to engage and enthuse our students. It is terrific not just because it covers the practice of good writing, but also shows them its purpose, and gives them the confidence to try.'*

Kate Conigrave, Associate Professor, Addiction Medicine Drug Health Services, RPA