



## Technical Communications for EHS Professionals™

You will gain a solid understanding of how to write and present technical information professionally. Day 1 focuses on writing targeted, effective technical documents in less time, and editing your own work and others' writing in EHS documents. Day 2 will cover strategies for planning and delivering an effective EHS oral presentation.

### Learning Objectives

- Understand and practice effective strategies for planning and writing technical EHS documents.
- Identify and avoid common grammatical and formatting issues in technical EHS documents.
- Understand and practice strategies for planning and delivering a stellar technical presentation.

### Intended Audience

- An aspiring EHS professional or someone who wants to move up the career ladder
- A new EHS professional or someone new to writing technical documents or presentations
- An experienced EHS professional who wants to write or speak more effectively
- A new EHS manager or supervisor who wants to gain skill in editing or advising your direct reports and consultants

### Format *(full agenda on website)*

- Modular presentations cover best practices for EHS writing, editing, and presenting.
- Collaborative and comfortable atmosphere, with questions and discussion encouraged
- Regular breaks to allow students to stay in touch with office or attend to personal matters

### Students Receive

- Information and practice in planning, developing, writing, and delivering written and oral EHS technical communications.
- Hard copy of all slides and instructional/supporting information in convenient reference binder
- Access to instructor for follow-on questions
- Certificate of completion

**Dates:** June 12th – 13th, 2025

**Hours:** ET 8:15am – 4:15pm daily; 8:15am – 3:00pm last day

**Venue:** Virtual Attendance  
Internet and phone connection required

**Registration Fee:** \$1,115.00 per person (Govt. and group discounts available)

**Virtual Attendance:** Instructions for online and phone access will be sent after registration.