



HENDRICKS
AND ASSOCIATES

HENDRICKS AND ASSOCIATES TRAINING AREAS

January – December 2026

Week 1 or 2 of each month

To register: info@hendricksassociates.org; Call 0795739813

	Training Area	Dates
1	Write shop basics	Week 1 & 2

COURSE OUTLINE AND SYNOPSIS

H&A_01: Write shop basics

Course overview

This is a course on intensive writing and documenting, that brings writers, editors and subject matter experts together to develop a written knowledge product, such as a manual, standard operation procedures, code of practice, publication manuscript, case study among many others. The duration depends on the length and complexity of the product being developed. Current trends in institutional sustainability have led to an adaptation of developing project proposals, evaluation frameworks, case studies, case stories, curricula, policy briefs, etc.

Target audience

This course targets directors, project managers, technical experts, subject matter specialists, data analysts, statisticians, communication specialists, knowledge management specialists, writers, illustrators, translators, editors, publishers among many others.

The Course outline

- What is a writeshop?
- Objectives of a writeshop
- Elements of a writeshop
- Dos and Don'ts of a writeshop



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- Organizing writeshops
- Leadership organization within writeshops
- Writeshops variations
- Guidelines for writeshops
- Harnessing experiences, lessons and principles for learning purposes
- Office newsletters and other periodicals
- Office documentations for writeshops
- Writing quarterly, bi-annual and annual reports
- Office progress briefs
- AI applications in writeshops

How participants will benefit

By the end of the training, the participants will be able to produce quality institutional documents to enhance operations, implementation, reporting, documentation and other literature for posterity. Key staff members will be able to document effectively the results and key performance indicators of the organization. Writeshops help organizations to peer review by a mixed expertise to improve quality and relevance. The participants will benefit from a multiple skilled team that bring a diversity of perspectives and approaches.

Course duration: Four days

Course fee: USD 310