



Document Reviewing Course

Abelard Consulting is of the view that giving participants in a training course just the presentation slides to take away with them does not provide them with the best opportunity to reinforce their learning once they are back in the workplace. A slide can be meaningless when divorced from the context set by the facilitator during training. To maximise the opportunity for post-training reinforcement, Abelard Consulting provides each participant with a guide that doubles as a textbook. All the topics covered in the course are treated at length in the guide, but the guide also includes many other topics (all relevant to quality-minded editing). Thus the guide can be used both to reinforce what participants learn during the course and to provide an opportunity, through self-paced study, to build on that learning.

Participants in Abelard Consulting's one-day document reviewing course receive a 175-page reference book. This book—which is fully indexed—covers in detail all the topics covered in the course and substantially more. To give you an idea of the topics covered in the course, the contents pages of the reference book are reproduced below.

For more information about this course, call 1800 601 116 (a free call from within Australia) or send an email to courses@abelard.com.au.

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