IPI Academy

MANAGEMENT forum



Presented by
Management Forum

Effective Technical Writing & Editing

14 May 27
+ 17 November 27

Expert advice on how to write and edit scientific and medical texts, technical documents and those documents needed for regulatory submission.

Format:
Live online

CPD:
6 hours for your records

Certificate of completion

Course overview

Effective technical writing and editing is a vital skill in ensuring a clear and compliant message. This interactive training course provides a practical guide to best practice in scientific, medical and technical documentation, helping you improve accuracy, clarity, structure and readability through hands-on exercises and text review.

Our expert trainer will offer invaluable tools and techniques to help you write with confidence, clarity and a logical structure to successfully convey information to your reader. These techniques can also strengthen other professional documents where clarity, accuracy and readability are essential.

With a combination of presentations, hands-on exercises and text review sessions, the programme will enable you to take your writing and editing skills to the highest level to the ultimate benefit of your business.

Benefits of attending

- **Master** the skills required for clarity and accuracy in technical writing
- **Refine** your techniques in editing and presenting technical documents
- **Learn** how best to improve readability – be kind to your reader
- **Gain** insights into the use of illustrative material such as tables, graphs and flow charts

Who should attend?

This event has been designed for all those writing or editing scientific and medical texts, as well as technical documents, including those who prepare documents for regulatory submissions.

The course will be relevant for anyone preparing texts about pharmaceutical, medical device and veterinary products and is suitable for native and non-native English speakers.

Programme

Overview of writing and editing – substantive and technical aspects

- Considering logic, text flow and wordiness, as well as accuracy
- Looking at details such as language editing, reference style, abbreviations and acronyms
- Preparing a clear message for the intended reader

Punctuation specifics

- Why punctuate?
- Punctuation marks including:
  - Paired punctuation marks
  - Serial commas
  - Bulleted lists
  - Apostrophes

Further improving readability – being kind to your reader

- Rewriting texts for maximum effectiveness
- Improving tables, graphs and flow charts

Final checks including proofreading

- Why this is more than just a spell check
- The practicalities

Writing tips and tools

- Software including the use of AI-generated content
- Checklists
- Style guides
- Systematic checks

Working with co-authors and editors, reviewers and other team members

- Upfront decisions
- Giving feedback effectively

Presenter



Barbara Grossman

Barbara Grossman has a passion for proofreading, quality control, and education. She is a biochemist by training and a medical writer, editor and teacher by profession, with 20+ years' experience in the pharmaceutical industry. Before starting her own medical writing and consultancy business (Hawkeye Medical Limited), she built up and managed the medical writing group at Covance, the contract research organisation, working in a wide range of therapeutic areas. She has given professional development training at educational institutions and organisations such as the DIA (Drug Information Association – Europe and USA), EMWA (European Medical Writers Association) and NICE (National Institute for Health and Care Excellence), and has led many company-internal training courses.

Barbara is an honorary member of EMWA, was Treasurer 1998–2005, has been an EMWA workshop leader since 2001, served on EMWA's Education Committee 2010–2018, was the Education Officer for 2 years until 2016, and was EMWA's President for 1 year until May 2020. In addition, she is an Associate Editor of Medical Writing, EMWA's journal.

Course dates

14 May 27	**Live online** 09:00-17:30 **UK (London)** (UTC+01) *Course code 17187*	GBP **649** ~~749~~ EUR **909** ~~1,049~~ USD **1,043** ~~1,199~~ **Until 19 Mar**
17 November 27	**Live online** 09:00-17:30 **UK (London)** (UTC+00) *Course code 17496*	GBP **649** ~~749~~ EUR **909** ~~1,049~~ USD **1,043** ~~1,199~~ **Until 22 Sep**

How to book

Online:
ipi.academy/2277

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★☆

I particularly liked [that] it was during the afternoon, all the parts linked to how to simplify the writing and reviewer's work.

Olivier Habeillon
Senior formulation scientist
Medincell
May 15 2026

★★★★☆

Everything was good and interesting to follow.

Olivier Habeillon
Senior formulation scientist
Medincell
May 15 2026

★★★★☆

Overall, I am satisfied with the course, which was very interesting. I really enjoyed the exercise sections, as it allowed us to test ourselves and be fully engaged in the discussion.

Silvia Catena
R&D specialist
Layn Europe SRL
May 15 2026

★★★★★

[Speaker was] A very communicative person.

María López Lago
Regulatory Affairs
CZ Vaccines S.A.U.
Sep 30 2025

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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