

learning
equals
development

EQV Course Outline



■ Specification Writing

■ 1 Day

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Specification Writing

(1 Day)

Business Benefit

The heart of any contract is the specification. Any failure to clearly define requirements will inevitably lead to increased costs.

Who Should Attend?

- Anyone drafting specifications or involved in contracting for goods and services.

Learning Objectives

By the end of this course you will be able to...

- Understand the types of specification available
- Plan and prepare to create the correct content
- How presentation effects the result
- Judge Good and Bad Specifications

Course Content

- What is a specification? What it is for? What it should contain?
- The importance of accuracy and consistency
- Basic types of specification - build/test/installation/disposal/etc
- Compare and contrast types and their use
- The planning and preparation process
- The content of each element of the specification
- Issues to be considered: QA/safety/site specific/etc
- How requirements may be expressed
- Practical issues arising - and potential pitfalls
- How style of presentation will affect ability to convey information
- The issues of structure/ text/ terminology/illustrations/etc
- What makes a good or bad specification - and who judges so?

You may also be interested in

Effective Written Communication & Report Writing

Dates: **Dates to suit you...**
Please contact EQV

Price: **£POA**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

What Delegates Say about this course

