

# Training and Internship Program

OnTarget Communications provides customized training for individuals seeking employment in the field of technical, product and UX writing. The program includes:

- ▶ **Training:** 17 days of training that provides the fundamental skills required prior to starting work at the hosting company. During the COVID-19 pandemic, the training is online in real time with an experienced instructor.
- ▶ **(Optional) Internship:** After the training, 320 hours of hands-on experience, typically half-time over four months, in a hosting company.

## Training

Interns receive 17 working days of training (spread over three weeks) prior to starting work at the client site:

- ▶ **Keeping your Work Organized:** Use OneNote to track your documentation tasks, gather and process source materials.
- ▶ **Microsoft Word for Technical Writers:** Use of templates, styles, captions, automated references, comments, track changes, and more.
- ▶ **Proofreading/Editing:** Common errors, checking work, and more.
- ▶ **Technical Writing:** Document types, gathering and organizing information, writing procedures, incorporating graphics, and generating PDFs.
- ▶ **UX Writing:** Technical vs marketing vs UX writing, tone and voice, copywriting and microcopy within the product, UX writing samples, UX writing tips and tricks.
- ▶ **Online Helps:** Topic-based XML authoring using Madcap Flare, including source control.
- ▶ **Videos:** Create how-to videos using Camtasia.
- ▶ **APIs:** Understand, test, and document APIs.
- ▶ **Fundamentals of Information Technology:** Understand hardware, software, virtualization, the cloud, networks, protocols, architectures, and Agile.
- ▶ **Microsoft PowerPoint:** Create and edit presentations.
- ▶ **Host-company Specific Training (Optional):** Instruction to meet the requirements of the host company, typically FrameMaker, RoboHelp, or structured DITA authoring.

**Note:** Although Microsoft Word is used for training, the principles of writing and checking your work are applicable regardless of the application in use.

Internship

## Training Cost

The cost of the training is NIS 3,000. Upon completion of the final project, you will receive a refund of NIS 1,000.

You may be eligible to claim the course fee from the Ministry of Absorption.

## Internship (Optional)

Interns are employed by OnTarget during the internship and are paid for the 320 hours of work.

### Why should I do the internship?

The OnTarget Communications internship provides you with an opportunity to obtain real-world experience, a reference, and possibly employment or a contract.

### Where do OnTarget interns work?

We have trained over 500 interns. Our interns are employed at RSA, EMC, ECI, NICE Systems, Verint, Logic, HP, Microsoft, Actimize, AITech, Gilat, Starhome, Arris, RoboGroup, dbMotion, iMDsoft, IDE Tech, BMC, CheckPoint, Visonic, Radvision, Avaya, Radware, Zend, Sizmek (Media Mind), Comverse, dbMotion, Fundtech, Objet, WASP, Martin Baker, BridgeHead Software, Palo Alto, and many more.

### What is the process?



### What happens after the internship?

On successful completion of the internship, your hosting company may offer you employment or a contract through OnTarget. Alternatively, we will work with you to update your resume and actively help you seek suitable employment.

## What should I do now?

Contact us to start the process.

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