



جمعية المهندسين البحرينية - مركز التدريب  
Bahrain Society of Engineers - TRAINING CENTRE



## TRAINING WORKSHOP

# Technical Report Writing and Presentation Skills

**Date:** 19-22 November 2017 (4 Days)

**Time:** 8:00 am - 2:00 pm

**Venue:** Manama, Kingdom of Bahrain

QQA Seal of Recognition:



### For Registration & Inquiries:

**Tel:** +973 17-810725 or 17-727100 / **Fax:** +973 17-827475

**Email:** [bsetraining@batelco.com.bh](mailto:bsetraining@batelco.com.bh)

**Website:** [www.mohandis.org](http://www.mohandis.org)



## ***Introduction:***

Few people have ever been trained to properly convey written information or verbal presentations. Yet, presenting this information in ways which are easily readable and readily understood is fundamental to business success. This course is designed to teach course participants the fundamentals of effective technical report writing, giving them the skills and confidence to generate compact and well-thought out documents, and to present their reports to an audience with convincing and memorable impact.

## ***Objectives & Benefits:***

- Participants on this course will gain tools, learn techniques and practice skills leading to increased technical writing confidence, and improved verbal presentation skills.
- Participants will improve their ability to package and deliver a business or technical presentation to an audience on the topic of a technical report.

## ***Methodology:***

This seminar is interactive, allowing for active participation and skills practice during sessions. There will be several short lectures, followed by case studies, videos, practical assignments and group discussions.



## ***Who should attend?***

Any staff member who is beginning to take responsibility for generating and conveying technical business information in English will find this course essential. It is aimed primarily at technical staff, but administrative support staff may also benefit from attendance on this course.

# Course Outline:

- **Technical Writing Skills**

- Introduction to technical writing
- The need for clear and concise technical writing
- Objectives of technical writing
- Categories of readers
- Expressing versus impressing
- The development process
- Preparing to write (writing objective, identify readers, perform research)
- Organizing the writing - methods of organization (general to specific, specific to general, chronological, sequential, cause and effect, spatial, comparison)
- Document outlining - mind mapping, outline formats, outline styles
- The rough draft
- Revising the document - activate, clarify and simplify the writing, fog index principle

- **Various Types of Technical Reports**

- Elements of technical writing
- Technical definitions
- Technical descriptions
- Technical instructions
- Formats of technical writing - formal technical report
- Establish framework
- Terms of reference - subject matter, purpose for writing, reader of the report
- Structure of a report (main sections) - introduction, main body (findings/observations/discussions), conclusion, recommendations, executive summary, other sections.
- Case study: Developing awareness of fact and opinion
- Practical session: Writing a formal report with investigation of faulty models.
- Formats of technical writing - memo report
- Basic structure
- Types of reports - (feasibility study, progress / status, test, fault)
- Other technical documentation
- Technical proposal
- Technical manual - operations and maintenance
- Journal article
- Specification writing
- Specifications and the design process
- Fundamentals of specification writing using a quality function deployment technique
- Applying the QFD method - an 8 step process
- Creating a specification template
- Problem solving: Analysis of a specification

- **Business Level Application - Presentations**

- Preparing to deliver a business/technical presentation based on a report
- Document appearance
- Transferring information from notes to a graph / flowchart / table
- Fundamentals of presentation skills
- Structuring your message
- Using visual aids effectively
- Involving the audience
- Managing question and answer sessions
- Referencing of documents
- Method of referencing
- Reference to a complete work
- Delivery of presentations
- Personalized feedback on actual presentations conducted



## ***Course Lecturer: John Blacklaws***

John Blacklaws is an accredited international business consultant. He previously held senior management roles in BP, Anglo American Corporation and BHP Billiton. John consults widely on business optimization and talent management matters. His clients are based in the Middle East, the United Kingdom, Korea, the West Indies and Africa. He lectures on MBA and other Business School programs and regularly speaks at international conferences.

## ***Quality Procedures:***

### ***Assessment:***

All assessments will be conducted during the Workshop. Assessment tasks consist of e.g.: Quizzes, Practical discussions, case studies, role plays, onsite Exercises, hands-on.

### ***Certificates:***

Certificates will be awarded to the learners who pass in the assessments and completed at least 75% of the attendance report.

***Course Language:*** English

### ***Progress Reports:***

Progress and attendance reports linked to these specifications for the reporting period will be sent to the company of each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

**Course Fees: BD 350**

### ***Course Fee inclusions:***

- ✓ Course manual
- ✓ Certificate of Attendance
- ✓ Lunch & Refreshments

# Technical Report-Writing and Presentation Skills

## REGISTRATION FORM

Name: .....

Organization:.....Department: .....

Position ..... Email: .....

Address: .....

Telephone:..... Mobile: .....Fax: .....

Course Title	Duration	Date & Venue	Timing	Course Fees
Technical Report-Writing and Presentation Skills	4 Days	19-22 November 2017 Manama, Kingdom of Bahrain	8:00 am-2:00 pm	BD 350

### Promo & Discounts for early bird registration until 15<sup>th</sup> October 2017:

- Individual Registration (**Non-Sponsored**) - **10% Discount**
- Group registration composed of five (5) delegates - **15% Discount**
- BSE Members (as individual/ non-sponsored) - **20% Discount**
- Free seat for BSE active member (conditions applied)

### Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

### Method of payment:

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: \_\_\_\_\_ Visa: \_\_\_\_\_ Master Card: \_\_\_\_\_

*(Additional 3% will be charged)*

Card Number:..... Expiry Date:.....

Card Holder's name and address (if different from above) .....

Signature.....

Date:.....

**Please send this completed form to:**

BSE-Training Centre, P. O. Box 835, Manama, Bahrain

Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475 / Email: [bsetraining@batelco.com.bh](mailto:bsetraining@batelco.com.bh)