



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

TRAINING WORKSHOP ON TECHNICAL REPORT WRITING & PRESENTATION SKILLS

25-28 NOVEMBER 2018

8.00 AM - 2.00 PM

Manama, Kingdom of Bahrain

For registration and inquiries:

T: +973 17-727100 / 17-810 725

F: +973 17-827475

E: bsetraining@batelco.com.bh



QQA Seal of Recognition

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



Training Quality Procedures

Assessment:

All assessments will be conducted during theWorkshop. 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 the 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.

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.

Learners are required to bring their laptop for workshop and actual practice

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
- Document outlining - mind mapping, outline formats, outline styles
- The rough draft
- Revising the document

■ 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

■ 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
- Structure of a report (main 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
- 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

Course Fee: BD 360 (Inclusions: training material, certificate of attendance, lunch & refreshments)

Course Trainer



Mr. John Blacklaws

Mr. John 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.

REGISTRATION FORM

Name: _____

Organization: _____ Department _____

Position: _____ Email: _____

Address: _____

Telephone: _____ Mobile: _____ Fax: _____

Course Title	Duration	Date & Venue	Timing	Course Fee
Technical Report-Writing and Presentation Skills	4 days	25-28 November 2018 Manama, Kingdom of Bahrain	8:00 am to 2:00 pm	BD 360

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)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11 - National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: Visa: Master Card:

Card Number: Expiry Date:

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

Signature: _____

Date: _____

Request for Special Needs/Disability Support: (if required)

Nature of Disability: _____ Required Support: _____

Please send this completed form to:



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