

Technical Report Writing-Using Computer

REGISTRATION FORM

Name:
Organization: Department:
Position: Email:
Field of Experience: Years of Experience:
Address:
Telephone: Mobile: Fax:

Course Title	Duration	Date & Venue	Timing	Course Fees
Technical Report Writing-Using Computer	4 days	02-05 October 2011 Crowne Plaza Hotel, Kingdom of Bahrain	8:00 a.m to 4:00 p.m	BD 480 or US\$ 1,296

Promo & Discounts for early bird registration until 15th September 2011:

- Individual registration (**Non-Sponsored**) - 10% Discount
- Group registration composed of five (5) delegates for Ministries & Companies - 15% Discount
- BSE Active Members (**Non-sponsored**) - 20% Discount
- Free seat for BSE active member (*For more details, please contact training officer*)

Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- In order to confirm the registration, Companies must arrange the following:
 - 25 % Advance payment 2 weeks prior to the course (**Non-refundable**)
 - 75% as full payment (1) week 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:

- Invoice the Organization (Please attach the authorization)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank Transfer: A/C No: 99098911 - National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: _____ Diner's Club: _____ 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:
Training Officer, Bahrain Society of Engineers

P. O. Box 835, Manama, Bahrain, Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475
Email: ruth@mohandis.org

Technical Report Writing Using Computer



Four (4) Days Training Workshop
02-05 October 2011
Crowne Plaza Hotel, Kingdom of Bahrain

Organized by:
Training Centre
Bahrain Society of Engineers
Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475
Email: ruth@mohandis.org / Website: www.mohandis.org

Technical Report Writing-Using Computer

Course Overview:

To be the best prepared for success in business, you will need to start with strong writing skills, then learn how to adapt them for the workplace and for changing technologies and employment needs. You will also need an intellectual framework for continuing professional growth and responsibility throughout your career.

This training course aims at introducing trainees to professional technical writing using computers through providing trainees with the basic elements needed in writing memos, business letters of different intents, C.V, technical reports, minutes of meetings, business proposals. The course will also concentrate on documentation, e-archiving, effective e-mails, and e-writing using common software in business.

Course Objectives:

By the end of the workshop trainees will:

- Develop techniques for report and writing skills.
- Improve their writing and report work as unusual of the guidance they will have received.
- Emphasis on reaching conclusion and making

- recommendation for technical writing
- Examine the struts and weaknesses of their own personal writing styles.
- Learn the value of good written communication and using computers in achieving business communications
- Revise the rules of proper grammar and clear communication.
- Learn effective documentation techniques and archiving using computers
- Develop effective business letters, memos and all types of business and technical written format for different situations.
- E-mail etiquette.

Who Should Attend:

- Department Manager
- Supervisors & Foremen
- Project Team Leaders
- Engineers and Technicians
- Buyers
- Accountants
- Planners
- IT Personnel
- Consultants
- Mid-level managers and supervisors

Course Lecturer:



Dr. Tareq Rasheed

Dr. Rasheed is an assistant professor of civil engineering at University of Jordan. He has intensive interests in managerial training courses, and he is currently a certified trainer for several managerial and technical courses. Dr. Rasheed is a consultant for several local, regional, and international organizations for personal and organizational development helping in training needs assessment. He conducted several training courses, workshops and seminars on interpersonal skills, self development skills, and give several presentations for several companies for improving their employees' interpersonal skills. Dr. Rasheed has over 15 year experience in technical and engineering practices directed towards project management, quality management, contract management, specifications, and structural engineering.

Course Outline:

- Introduction to technical and business writing
- Guidelines for Effective Technical and Business Writing
- Technical Report Writing
- Business letter format
- Sentence and paragraph construction
- Developing Paragraphs
- Simple to Complex

- Improve Coherence
- E-mail
- Documentation and e-archiving
- Brief review of English grammar and writing style/ Being concise / cutting out clutter.
- Computers in writing : common software and their use in :
 - ❖ Business and technical reports (daily, weekly, monthly, and quarterly), including incorporate financial analysis into Report; interpret financial statements in report writing audits and sales reports.
 - ❖ Invoices
 - ❖ Instruction
 - ❖ Letters
 - ❖ Meeting Notes
 - ❖ Memorandums
 - ❖ Periodic Reports
 - ❖ Progress Reports
 - ❖ Proposals
 - ❖ References
 - ❖ Status Report
 - ❖ Technical Descriptions
- Course summary and conclusions

Course Fee:

BD 480 or US\$ 1,296 (Inclusive of snacks, buffet lunch, certificate of attendance & course handout)

Attendance Policy: Only Participants with at least 80% attendance report shall be entitled to Certificate of Attendance.