



# TECHNICAL REPORT WRITING & PRESENTATION SKILLS

Three (3) Days Training Workshop

**10-12 June 2012**

BSE Headquarter, Kingdom of Bahrain

Organized by:

**Training Centre**

**Bahrain Society of Engineers**

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## Introduction:

This Report Writing course is designed to teach course participants the fundamentals of effective report writing, giving them the skills and confidence to generate compact and well-thought out documents.

In the same way, employees of technical organisations are educated and trained for many years to become expert in their technical fields of expertise, but this does not necessarily include the art of writing or communicating with others! Most technical staff admit that writing is not their strength, and, at the best of times, constitutes a boring, dull and difficult chore! And yet, they also acknowledge that it is critically important to be able to express themselves clearly and convincingly in writing. Good technical writing skills can make a big impact on business and career success!

## Objectives & Benefits:

Participants on this course will gain tools, learn techniques and practice skills leading to increased technical writing confidence. Starting at a basic level, the course will equip participants with an ability to write technical reports and documents in such a way as to help the readers to understand what they did not understand before.

At an advanced level, the second part of this course equips course participants with special skills in researching and compiling specialised documents such as technical instructions, technical reports, feasibility studies and journal articles, amongst others.

The third part of the course equips course participants with specific business application skills related to technical documentation.

## Who Should Attend?

- Trainees / Developers
- Engineers
- Technicians
- Maintenance personnel
- Technical Managers
- Project Managers
- Executive Secretaries
- Communications personnel
- Procurement personnel
- Non-technical staff involved in writing technical documents
- Department Managers
- Experts and subject Specialists
- Laboratory staff



Mr. John Blacklaws

## Course Lecturer:

**Mr. John Blacklaws** is an accredited international business consultant. John gained his experience in senior Human Resources and Operations Management roles in large national / multinational corporations such as Liberty Life, British Petroleum, 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 Southern Africa. He lectures on MBA and other Business School programmes and regularly speaks at international conferences. In addition to managing his own business consultancy, John is an Associate of several foremost international business consultancies. John has 15,000 hours of project management experience is a certified PMP® Project Management Professional, accredited by the international Project Management Institute®.

# Course Outline

## Day 1

### Basic 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)
- Organising the writing - methods of organisation (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

## Course Fee:

**BD 400 or US\$ 1,080**

(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.

## Day 2

### Advanced Level Skills

- 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
- Applied learning assignment – using computers to research and write up technical reports

## Day 3

### 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
- Personalised feedback on actual presentations conducted

# TECHNICAL REPORT WRITING & PRESENTATION SKILLS

## 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
<b>Technical Report Writing &amp; Presentation Skills</b>	3 days	10-12 June 2012 BSE, Headquarter, Kingdom of Bahrain	8:00 a.m. to 4:00 pm	BD 400 or US\$ 1,080

### Promo & Discounts for early bird registration until 15th May 2012:

- 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

### 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:
  - a.) 25 % Advance payment 2 weeks prior to the course (Non-refundable)
  - b.) 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 BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11 - National 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:

**Training Officer, Bahrain Society of Engineers**

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