



VELAN GLOBAL RESOURCES SDN.BHD. (1091957 P)

Technical Report Writing Skills

Training Program Proposal



By PSMB Approved Trainer

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Technical Report Writing Skills Training Program

2 days

Target Group:

Managers, Senior Engineers & Engineers

Technical Report Writing Skills

Overview:

Reporting information, whether verbally or in writing is an important skill that employees in the workplace should have. Most reports written by employees are acted upon by management.

Therefore, reports which are written should capture essential data so that the management team can be timely and accurate decisions. Failure to report essential data to management may lead to wrong decisions being made – leading to low morale, and unproductive use of time.

This program aims to assist employees to present technical information to management about a certain work-related matter in a structured and factual manner. It will provide easy guidelines to the steps involved in the process of writing reports.

In addition, the program will guide participants how to contribute in meetings productively and proactively so that effective and timely decisions can be made.

There will also be practical examples and models with simplified explanation on this topic. Role-plays and writing tasks will form a major part of this program.

The program will highlight the importance of report-writing and benefits of reports at work. It will also build the confidence of the participants in report writing.

This program is design for 2 days.

Program Objectives:

By the end of the program, participants will be able to:

- Understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands including and anticipating audience reaction.
- Prepare formal and informal technical reports.
- Proofread and edit copies of business correspondence.
- Write reports which are easier to read and understand
- Use the most effective language for your reader
- Contribute in meeting effectively
- Write shorter reports with more impact
- Make your reports attractive to look at
- Use a checklist to plan, write and edit reports more quickly

Program Content

Day 1:

Introduction to Technical Report Writing

- What is a Report?
- Why is a Report written?
- Types of Report – Informal and Formal Reports
- Benefits of Reports – to the employee, department & organization

Planning to Write the Report

- What is the purpose?
- Who is the reader(s)?
- What is the context

The Building Blocks: Parts of a Report

- Title Page
- Terms of Reference
- Table of Contents
- The 5 part of a Report
 - Introduction
 - Methodology
 - Findings
 - Conclusion
 - Recommendation

Let's Get Cracking: Writing the report

- Analysis of sample Reports shown to participants
- Participants fill-up some report writing worksheets
- Group activity and presentation

Writing a Work-Related Report

- Participants to write a report based on the meeting conducted
- Class presentation of each participant's report
- Critique by trainer and peers
- Re-write the report until acceptable standard

Day Two:

Going a Step Further: Language tools

- Tenses
- Simple writing techniques
- Other important language tools

Data Gathering and Analysis

- Interviews and Observations
- Other sources
- Interpret the data for reporting

Make an impact: visual aids

- Tables

Technical Report Writing Skills

- Graphs
- Charts
- Illustrations
- References to literature
- Mechanical Details

Discuss with participants if visual aids can be used in their reports

Making your writing readable

- Introduction
- Information selection
 - Establish your topics and purpose
 - Use keywords prominently
 - Explain important concepts when writing for non specialist readers
 - Use standard terminology when writing for specialist readers
 - Structure your text to emphasize important information
 - Construct well designed paragraphs
 - Field-test your writing
- Information ordering
 - Optimal ordering of noun phrases
- Nature of the reports
- Technical industrial proposal
- Checklist for the Technical report

Workshop Methodology:

- Interactive lectures
- Individual activities
- Exercises
- Case Studies
- Discussion
- Feedback session
- Question and Answer

Technical Report Writing Skills

What will be provided?

- Comprehensive manual with all the activities.
- **“Certificate of Competency”** upon completion of Level 2 evaluation.

Evaluation Process:

- Level 1 (Reaction) and Level 2 (Learning) will be done
- Pre Test and Post Test
- Individual performance assessment will be done by facilitator