

# EFFECTIVE TECHNICAL REPORT WRITING AND HIGH IMPACT PRESENTATION SKILLS FOR TECHNICAL PROFESSIONALS

## PROGRAM OVERVIEW

Technical Report Writing and High Impact Presentation Skills for Technical Professionals focuses on unique needs of technical professionals who write and present for both technical and non-technical readers. This 3-day separately bookable workshop will demonstrate on how technical professionals can use their technical knowledge and logical edge to write in a reader-friendly, grammatically accurate way reports and persuasively communicate for buy-in purposes.

### EFFECTIVE TECHNICAL REPORT WRITING

Business reports are your company's main tool to enable and support critical decision-making. If you are proposing a course of action – either within your company or to a client – the report you write will be its best advocate.

It takes a lot of skill to communicate technical or commercial information efficiently and accurately. This 2-day programme has been designed specifically for people who are required to write business reports. It concentrates exclusively on the skills you need to make the writing process easier and the resulting document more effective.

### HIGH IMPACT PRESENTATION SKILLS

The High Impact Presentation Skills Training Program will teach you how to prepare quickly, learn and practice the best method for delivering your message, and maintain audience interest at all times. This is an essential skill that is needed to enhance your managerial skills, create customer satisfaction and develop team synergy. The presentation training course is a 1-Day course, however we will streamline the course to focus on the organization and planning of presentation, practice and provide feedback.



## KEY MODULES

### WHO SHOULD ATTEND

- Oil & Gas Technical Professionals
- Any business, organization or individual who wants to improve on their presentation skills by presenting with confidence, presence and style.

### PROGRAM METHODOLOGY

- Interactive Lecture
- Group Dynamics
- Hands-on Practical Exercises
- Videotaped Presentations
- Constructive Feedbacks
- Case Studies

### EFFECTIVE TECHNICAL REPORT WRITING

- Compiling the Report
- Report Structure
- Development Process
- Report Outline
- Report Appearance
- Oral Presentation

### HIGH IMPACT PRESENTATION SKILLS

- Capturing Attention
- Setting Goal & Objectives
- Setting Manageable Content Points
- Transitions, Summary, & Conclusions
- Tone, Handling Questions & Body Language
- Overcoming Nervousness



**HRDF / SBL  
CLAIMABLE**



## EFFECTIVE TECHNICAL REPORT WRITING

8 – 9 May 2018

Separately  
bookable  
session!

### Introduction

- ✓ Goals
- ✓ Types of report (Formal Report, Technical Memo, Technical Proposals, Equipment or Maintenance Manuals, Journal Articles)
- ✓ Category of reader (skilled, decision-maker, technical, operator, general non-specialists)

### Compiling the Report

- ✓ Establishing a framework
- ✓ Terms of reference (subject matter, purpose, reader identification)

### Report Structure

- ✓ Findings
- ✓ Observations
- ✓ Discussions
- ✓ Conclusion
- ✓ Recommendations
- ✓ Executive summary
- ✓ Other sections (title page, table of contents, lists, appendices, references)

### Development Process

- ✓ Organising the report
- ✓ Development methods (general to specific, specific to general, chronological, sequential, cause and effect, comparison, spatial)

- ✓ Overview of conclusion/ recommendations section
- ✓ Practical Session: Applying the four-stage reading process, group discussion on conclusion and recommendations

### Report Outline

- ✓ Mind mapping
- ✓ Outline formats (academics and engineering outline styles)
- ✓ Rough draft
- ✓ Activate the writing (correct grammar, language, expressions and units of measures)
- ✓ Simplify the writing (word/sentence/paragraph lengths, fog index)

### Report Appearance

- ✓ White space
- ✓ Headings/sub-headings
- ✓ Colour
- ✓ Illustrations
- ✓ Practical Session: Interpreting graphic material, graphic presentation

### Oral Presentation

- ✓ Practical Session: Delivery of a two minute presentation (each delegate delivers a presentation on a particular aspect of the technical report)

Separately  
bookable  
session!

## HIGH IMPACT PRESENTATION SKILLS

10 May 2018

### Capturing Attention

- ✓ Defining your audience
- ✓ What can your audience do for you?
- ✓ Can there be two-way communication with an entire audience

### Setting Goal & Objectives

- ✓ OSRAM – Objective, Speaker, Room, Audience, Message

### Setting Manageable Content Points

- ✓ Performing a needs analysis
- ✓ Writing the basic outline
- ✓ Researching, writing and editing

### Transitions

- ✓ Presentation Visual Design Guide
- ✓ Mastering the PowerPoint Masters
- ✓ Put Some "Punch" into Your Presentations - Instantly!
- ✓ Will Technology Improve Your Presentations?
- ✓ Maximizing Your Productivity in PowerPoint
- ✓ What Are Your Visuals Saying About You?
- ✓ Choosing the Right Colours for Your Next Presentation

### Summary

- ✓ Highlighting or re-cap the points

### Conclusions

- ✓ Secrets of A Dynamic Presenter
- ✓ Keys to Being a Unique and Memorable Presenter
- ✓ Delivery Skills: How to Project Confidence and Credibility Every Time!

### Tone

- ✓ Explore several techniques for adding vocal and visual variety to their presentation.

### Handling Questions

- ✓ How to handle questions and awkward audience members.

### Body Language

- ✓ Body language
- ✓ The signals you send to others
- ✓ It's not WHAT you say, it's HOW you say it

### Overcoming Nervousness

- ✓ Preparing mentally
- ✓ Physical relaxation techniques
- ✓ Appearing confident in front of the crowd



# MATHY RANDAWA

Expert Trainer

Mathy Randhawa has been inclined to Human Resources trainings with various established organizations in Malaysia and overseas. She has vast experience in the training field and specializes in Soft skill-and HR related trainings. Currently, spoke on local radio station, Business FM on Key Traits To Break or Make A Leader. In addition, she writes articles on HR related matters.

Experienced HR Trainer has excellent presentation and training abilities and the understanding of how to identify corporate training needs. Excels at training program design and development of associated training materials. Has a Master's Degree in Human Resources Management and ten years of experience working as a HR Trainer. Besides, holding an Honours Degree in Law, Mathy is also a certified Corporate Trainer by Deloitte United Kingdom and PSMB. She is a Law graduate from United Kingdom and has a certificate of Completion to the English Bar by Lincoln's Inn (UK). She has vast experience in the training field and specializes in Soft skill-and HR related trainings for more than 18 years.

She is an expert in conducting extensive presentations in Employment Act 1955 congruent to Termination Process. She has also acted as a consultant for few organizations on setting up of the Domestic Enquiry Panels and advising on Employment Act 1955. Mathy has established herself as a consultant and a facilitator in modern Business Writing, Technical Writing and Communication Skills.

Mathy has conducted training interventions in various industries; oil & gas, banking sector, hotels, small scale industries, minor & major manufacturing industries, government units, public sectors, colleges & other educational institutions. She brings to table a proven expertise in identifying training needs, designing training content, developing assessment and executing them.

As a result oriented Corporate Consultant, Mathy focuses in helping people dramatically to increase their image impact, visual presence, improve their business and social skills, maximize their communication skills and improve their levels of performance. Her experience in trainings allows her to infuse her natural enthusiasm and extensive practical experience with proven techniques to facilitate adult learning. She often focuses on the use of humour to facilitate change, which she believes lightens up the atmosphere and let people relax into learning. Her programs are noted for being, interactive, cerebral, energizing, and hands-on. She combines a practical facilitating style with a broad range of domain training experience, allied to her personal enthusiasm, to present dynamic and informative programs that participating audiences find easy to relate to.

### CLIENT LIST

- PETRONAS Group of Companies
- Vietnam Oil & Gas Groups
- SHELL Iraq
- Iraq South Oil Company
- Iraq Ministry of Oil
- ORPIC Oman Oil & Gas
- Titans Chemical
- CCM
- CADBURY Malaysia
- Telekom Malaysia
- Khazanah Nasional
- Digi Telecommunication
- INTEL Kulim
- Iskandar Malaysia
- SIME Logistics
- GEMS
- Standard Chartered Bank
- The Star
- Sunway College
- Stamford College
- Olympia College
- University of Kathmandu, Nepal

Course Title	Individual Price	Grouping Price (min. 3 pax)
<b>3 DAYS TECHNICAL REPORT WRITING &amp; PRESENTATION SKILLS</b> ☐ 8 – 10 May 2018   Kuala Lumpur, Malaysia	RM 3,300.00	RM 3,100.00
<b>2 DAYS EFFECTIVE TECHNICAL REPORT WRITING</b> ☐ 8 – 9 May 2018   Kuala Lumpur, Malaysia	RM 2,400.00	RM 2,200.00
<b>1 DAY HIGH IMPACT PRESENTATION SKILLS</b> ☐ 10 May 2018   Kuala Lumpur, Malaysia	RM 1,300.00	RM 1,100.00

**Special RM 100  
Discount for  
MOGEC Member**

## PARTICIPANTS

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Note: Please attach a list of participants if insufficient space.

## AUTHORISATION

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

## ORGANISATION

Name : .....  
Telephone : .....  
Fax : .....

## SEND INVOICE TO

Department : .....

Address : .....

## PAYMENT DETAILS

- Participants are required to pay before or on the first day of the course.
- (Please Tick Where Applicable)

Cheque made payable to Pace Up Sdn. Bhd.

Bank Transfer: Pace Up Sdn. Bhd.  
Bank: Malayan Banking Berhad  
Bank Address: Taman Setiawangsa Branch,  
Wisma Prima Peninsular,  
2, Jalan Setiawangsa 11,  
Taman Setiawangsa,  
54200 Kuala Lumpur.

Account No.: 562188319491  
Swift Code: MBBEMYKL

(All bank charges to be borne by payer. Please ensure that 'PaceUp' receives the full invoiced amount.)

- We do not give refunds for cancellations. However, you may substitute participant (s) at any time.
- If we receive cancellations in writing more than (7) days before the training course, you will receive a 100% credit (valid for one year) to be used for another training course.
- Cancellations received less than seven days before to the training course may result no credit for future training.
- If we postpone training course, participant payments for the postponed course will be 100% credited towards the course at a rescheduled date.
- We shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed.

## IN HOUSE TRAINING SOLUTION

Yes, I would like to organise this training course in-house and save up to 50% of total course fees! Please send me more information

