

# EFFECTIVE TECHNICAL REPORT WRITING

19 September 2023 | 1 Day | Kuala Lumpur

## Program Overview

Engineers and technicians may not have the writing skills needed to effectively communicate technical information. This can lead to dull and difficult to read documents, which can result in lost contracts and alienated customers.

A 1 day program that focuses on the specific skills needed to write effective business reports can help to improve the writing process and make the resulting documents more effective. This program is designed for people who are required to write business reports, and concentrates exclusively on the skills needed to make the writing process easier and the resulting document more effective.

## 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.

## Course Methodology

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

## Key Modules

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

## Course Benefits

- ▶ Improve technical writing skills
- ▶ Appeal to technical and non-technical readers
- ▶ Use words efficiently and logically
- ▶ Express complex ideas simply
- ▶ Anticipate readers' needs and provide context.

## 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)



## MATHY RANDHAWA

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.

### TRAINER'S CLIENT

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

## TRAINING DETAILS

Title : Effective Technical Report Writing  
Date : 19 September 2023  
Venue : Kuala Lumpur

Individual Price	Grouping Price (min. 3 pax)
RM 1,300 / pax	RM 1,200 / pax
<b>RM 100 Discount for MOGEC Member (Individual Price)</b>	
<b>Register before 5 September 2023</b>	

## 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 : .....  
.....  
.....


## 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.

## PAYMENT DETAILS

1. Participants are required to pay before or on the first day of the course.

2. (Please Tick Where Applicable)

- Cheque made payable to Pace Up Sdn. Bhd.
- Credit Card 
- Bank Transfer : Pace Up Sdn. Bhd.  
Sdn. Bhd. Bank : Malayan Banking Bhd.  
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 Pace Up receives the full invoiced amount.)

3. We do not give refunds for cancellations. However, you may substitute participant (s) at any time.
4. 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.
5. Cancellations received less than seven days before to the training course may result no credit for future training.
6. If we postpone training course, participant payments for the postponed course will be 100% credited towards the course at a rescheduled date.
7. We shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed.

Please complete this form and fax to **+603 2858 5285** or, scan and email to **azmirul@paceup.com.my**

For more info, please call **Azmirul** at **+60 19 275 4900**