

Technical Report Writing

Learn to become an efficient technical report writer and presenter

Introduction

Technical report writers need to understand the fundamental principles of technical writing and be able to communicate the information with precision and clarity to the readers/ audience. Failure to do so will result in either the audience misunderstanding the information or losing interest in the subject matter.

This 2-day course strives to encompass both the accurate method of technical report writing, and the soft skills involved in communicating the information precisely to audience of different background. It is a 'complete' program which will address all the skills needed to be an efficient technical report writer and presenter.

Objectives

Upon completing the course, you will be able to

- Describe the function of different types of technical reports
- Make clear concise plan before you write
- Identify the 5 essentials skills in technical writing
- Demonstrate the proper format for good technical report
- Identify the Dos and Don'ts in your report
- Aware of the key elements to communicate the information effective through your report
- Understand the ethics of a good technical writer

Learning Methodology

The course will be delivered through a combination of Metaphoric and Learning-By-Doing approach, where as the participants will be going through various simulation scenario which interact with the subject itself. At each stage, the participants will need to exercise the skills that been taught and practice them to self-develop their level of skills.

Active learning activities are included to allow participants to engage actively in the learning process. Besides that, leading the participants through these activities will enable better understanding on the concepts. The active learning activities are such as: Hands-on exercises, Group discussions, Case studies, Interactive storytelling, Commentary on other companies / industries.

Who Should Attend

Managers, Executives, Engineers, Team-leaders, Supervisors and any personnel who would be heavily rely on report as of communicators of information.

Program Outline

Module 1: Types of Technical Reports

Demonstrate the role of inspection at IQA, IPQA and OQA; recognize the importance of sampling; and how can effective inspection reduce cost of quality.

Module 2: Begin with end in mind

What is the purpose of the report? Who are the audience? Why are we presenting this report? What end result do we target to achieve from this report?

Module 3: 5 Essential Skills in Technical Writing

- Skill 1: Understand your audience
- Skill 2: Get to know your field
- Skill 3: Style of writing
- Skill 4: Spelling and Grammar
- Skill 5: Edit like you enjoy it

Module 4: The format of a technical report

- Title Page
- Table of Content
- Conclusion / Recommendation
- Appendices
- Summary
- Body of the report
- References

* Group Workshop Session on writing the various contents of the technical report.

Module 5: Communicate the information effectively

Be clear and concise in writing; Put yourself in your reader's shoes; Construct your information in a presentable manner; Organize for the convenience of the reader; Avoid ambiguous writing; Explain the action link and process.

* Individual and Group Workshop on identifying weakness in sample reports

Module 6: Communicate the information effectively

- Planning
- Brevity
- Choice of word
- Committing to writing as a process
- Clarity
- Simplicity
- Active Voice

* Workshop session on writing reports related to participants work function

Module 7: The multiple roles of a technical report writer

Module 8: The ethics of a good technical writer

The Expert Profile

Madam Kalpana, a BSc Chemistry (Hons) Graduate from University of Malaya and a Certified Quality Engineer from American Society for Quality, **Mdm. Kalpana** is a vibrant individual with deep passion for educating and enlightening individuals with sound knowledge which will transform their careers in specific and life in general.

Previously, **Mdm. Kalpana** had held the position as a Quality Assurance Manager in a multinational organization in the semiconductor industry. Throughout her tenure in the manufacturing industry, **Mdm. Kalpana** has extensive experience in successfully implementing various quality and productivity improvement activities such as SPC, QCC, FMEA, DOE, records management, customer and supplier audits, handling customer complaints, problem solving, process improvement activities and many more.

She has also successfully lead her organizations in various certification and customer audit, enabling her organization to increase their clientele and business.

Mdm. Kalpana also led the new product development team and improved the cycle time of the prototype manufacturing lead time from 12 weeks to 6 weeks through effective project management and improved the sales of the organization.

Mdm. Kalpana has a vast clientele ranging from various manufacturing and service industries. She is very hands-on in her trainings and shares the practical and technical know how with her participants.

Mdm. Kalpana was also recently honoured as she was chosen to serve as a judge for the prestigious International Team Excellence Award, a prestigious award conferred to deserving organizations by American Society for Quality, in Philadelphia, Pennsylvania in October 2009. It was an honour for Malaysia as she was the only participating judge from the Asea Pacific Region.



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Workshop * Fees includes workshop materials, refreshment, lunch and certificate of attendance but excludes Bank charges & VAT per payment

Session	Date	Location	Normal Fees	Early-Bird Due Date
<input type="checkbox"/>	5-6 Mar 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	10 Feb 2012
<input type="checkbox"/>	18-19 Jun 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	18 May 2012

Discount	Early Bird Registration	Group Registration
<input type="checkbox"/>	5%	<input type="checkbox"/>
<input type="checkbox"/>	3 or more at 5% off	<input type="checkbox"/>
<input type="checkbox"/>	5 or more at 7% off	<input type="checkbox"/>
<input type="checkbox"/>	8 or more at 10% off	<input type="checkbox"/>

Schedule

- 08:30 Registration
- 09:00 Workshop Begins
- 10:30 Coffee & Networking
- 10:45 Workshop Resumes
- 13:00 Networking Luncheon
- 14:00 Workshop Resumes
- 15:30 Coffee & Networking
- 15:45 Workshop Resumes
- 17:00 Workshop Ends

Organization Details

Organization Name _____

Address _____

Tel _____ Fax _____

Participant Details

Name	Job Title	Email	Direct Line
1.			
2.			
3.			

The invoice should be directed to

Name _____ Job Title _____

Email _____ Direct Line _____

Authorising Manager's Details

Name _____ Job Title _____

Email _____ Direct Line _____

Signature _____ Date _____

*The booking is invalid without a signature.

After complete this form,
please fax it to (603) 40235716

CANCELLATION & SUBSTITUTIONS: This registration may only be cancelled in writing not later than two weeks before the workshop begins. The booking may not be cancelled nor any fees refunded thereafter. A substitute may be named at any time before the workshop begins.

HOTEL ACCOMMODATION: Accommodation is not included in the workshop fees. To enjoy privileged room rates, please contact us and let us know your accommodation's arrangement.

For more information on the hotel, please visit http://www.gin-my.com/contact_us

NOTE: It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participant of the change. Global Intelligence Network should not hold liable for any cost arising from this change.

PAYMENTS: An invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event in order to be eligible for attending. Walk-in delegates with payment will be admitted on a space available basis. Payment may be made via cross cheque / bank draft / electronic transfer, made in favour of:

Global Intelligence Network (M) Sdn Bhd
268-2-1, Wisma Mutiara Genting,
Jalan Ayer Jerneh Off Jalan Genting Kelang,
53300 Setapak, Kuala Lumpur,
Malaysia.

Details for Telegraphic Transfer:
Bank: RHB Bank
Branch: Setapak, Kuala Lumpur
A/C No: 26405800003737
Swift Code: RHBBMYKL

For electronic transfer, Please email / fax your transaction slip to us as proof of payment.



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