

TECHNICAL REPORT WRITING

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TRAINING TITLE
TECHNICAL REPORT WRITING

VENUE
Dubai, UAE

DURATION
5 Days

DATES
14 - 18 February 2021

PRICE
US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet.

TRAINING INTRODUCTION

This is a hands-on interactive approach course that is specifically designed to meet the needs of managers, engineers, assistants and all technical personnel. You will be guided through the complexities of organizing and drafting a technical report. You will learn what to consider before, during and after writing the first draft of your technical report and then how to edit this draft to achieve maximum impact on the reader. This course will help you meet the expectations of your readers, and develop a style of writing that motivates the reader to implement your ideas. At the same time, you will be able to write reports faster and easier.

TRAINING OBJECTIVES

1. To be able to define objective(s) and to support a conclusion.
2. To analyze the audience and target their needs.
3. To present some data-gathering techniques and to select the data relevant to the audience.
4. To structure the report keeping the reader in mind.
5. To select words and phrases that will aid the reader and not confuse him.
6. To be able to write a first draft efficiently and more rapidly.
7. To properly illustrate the ideas using table and graphs.
8. To edit and review the draft for maximum impact on the reader.

9. To present valuable tools that makes your job easier.

TRAINING AUDIENCE

All report writers, including managers, engineers, researches, assistants, secretaries and all technical personnel.

TRAINING OUTLINE

- Clarifying the Purpose
- Analyzing the Audience
- Selecting the Information
- Structuring the Report
- Developing the Style
- Writing the First Draft
- What goes in the abstract?
- What goes in the introduction?
- Objectives
- Results and Discussion
- Conclusions
- References
- Appendices
- Designing Illustrations

Reviewing the Draft

- Using Tools
- Interactions
- Letter layout
- Tone in letters
- Structure of a letter
- Replying to complaint letter

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of

individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.

