COURSE OVERVIEW GE0540-4D
Technical Report Writing

Course Title
Technical Report Writing

Course Reference
GE0540-4D

Course Duration/Credits
Four days/2.4 CEUs/24 PDHs

Course Date/Venue

Session(s)	Dates	Venue
1	January 29-February 01, 2024	Boardroom, Warwick Hotel Doha, Doha, Qatar
2	April 15-18, 2024	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
3	July 22-25, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	October 07-10, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using "MS Office" applications.

Reports play an important part in the life of a professional engineer: they are a link between writer, colleagues and clients world-wide. Writing, reading and using reports occupies a considerable proportion of working time, particularly for senior staff. Yet many engineers lack confidence in their report writing skills, and feel that their professional credibility suffers because their reports are not a fair reflection of their expertise.

This course analyses report preparation from the earliest stages of identifying the reader and the objectives to the effective presentation of the complete document. It is a highly practical course, giving delegates the opportunity to analyze technical writing in terms of style and grammar, and to assess their own and their company's policy for the revision and checking of documents before they are issued. Methods of structuring report material are suggested and practiced, and an exercise completed at the end of each day is reviewed by the tutor and discussed in detail on the next day.

Summaries are increasingly important: they make an initial impact, particularly on senior management, and may be used by readers who will never need the full report. The course includes discussion of summary writing and the opportunity to put ideas into practice. Although the course is primarily concerned with reports, delegates often ask for advice about other forms of technical documentation, such as correspondence, specifications and procedures; the tutor is happy to discuss such needs, within the group if it is appropriate or individually.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Write and prepare technical reports in a professional manner
- Identify the readership and the report objectives
- Write clearly and unambiguously as well as check the weak points of each letter writing
- Structure data to achieve maximum impact
- Revise and thoroughly check the document
- Write a letter and present report effectively, thus achieving reader goodwill

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

The course is specifically designed to enhance the competence of both technical and non-technical personnel such as managers, superintendents, engineers, heads of departments, team leaders and unit supervisors. Further, the course will be essential for senior and middle management staff who need to acquire the prerequisite know-how in the theory and application of technical report writing.

Course Fee

Doha	**US$ 5,500** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	**US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	**US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	**US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- The International Accreditors for Continuing Education and Training (IACET USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **2.4 CEUs** (Continuing Education Units) or **2.4 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. John Kruger is a **Senior Technical Writer/Author** with over **30 years** of extensive experience. His expertise includes **Writing & Developing** Procedures, **Work** Instructions, **Operations** Manuals, **Tenders**, **Proposals**, Scope of Work, Terms & Conditions, Reports and **Codes & Standards** for various projects and corporations. His thorough knowledge and wide experience within engineering environment in addition to his exceptional writing skills put him in lead position as a **Technical Writer/Author** in the industry. Further, his specialization covers concise and effective **Documentation** Skills, **Reporting** Skills, **Communication** Skills, **Competent & Capable Professional Writing**, **Human Resource** Management, **Performance** Management, **Technical** Management, **Crisis** Management, **Quality** Management, **Management of Change**, **Root Cause Analysis**, **Productivity & Efficiency** Improvements, **Time** Management, **Project** Management, **Contract** Management, **Financial** Management, **Strategic** Management, **Change** Management, **People** Management, **Production** Management, **Toolkit** Management, **Public Relations** & **Organisational Communication**, **Public Speaking**, Social & Environmental Projects, Business Development, **Psychometric** Assessment, **Strategic Change**, Effective **Team Leaders**, **Negotiation** Skills, **Communication** Skills, **Coaching, Counselling & Mentoring**, Strategic **Planning**, **Problem Solving**, **Decision Making**, **Budgeting & Cost Control**, **Supply Chain** Management, **Operational** Management, Adult Education, Turnaround and Re-Engineering Projects and Macro-Economics. He is also an expert in **Business Analysis**, **Economic** Evaluations, **Report** Writing and **Incident** Investigation.

During his career, Mr. Kruger has contributed his expertise and held prestigious positions as a **Business Analyst Manager**, **Business Development Manager**, **Project Manager**, **Strategic & Divisional Plan Manager**, **Warehouse Manager**, **Supply Chain Manager** as well the **Technical & Management Consultant/Instructor** for major organizations worldwide like the **Ministry of Finance** (**Uganda**), **Cybercity** (**Mauritius**), **Stock Exchange** (**Taiwan**), **Candlewick Development** (**USA**) and many more.

Mr. Kruger has a **Post Graduate Diploma** in **IPM Industrial Psychology Management** and in **UNISA Advanced Leadership Programme** as well as a **Bachelor's** degree in **Communications** from the **Northwest University**. He is a **Registered Assessor** & **Moderator**, a **Certified Instructor/Trainer** and a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**). Further, he is an active member of **The Institute of Management Consultants** of **South Africa** and he has delivered various trainings, workshops, courses and conferences worldwide.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Introduction to Communication***
0900 – 0930	***Style & Usage in Reports (Exercise & Discussion)*** *Revision and Checking*
0930 – 0945	*Break*
0945 – 1100	***Plan of Action for Report Writing*** *Structuring the Report ● Format and Layout*
1100 – 1200	***Understand the Type of Technical Report you are Writing*** *Simple Technical Information Report ● Technical Specifications ● Technical Evaluation Reports ● Technical Recommendation Reports ● Technical Manuals and Instructions ● Exercise and Discussion*
1200 – 1215	*Break*
1215 – 1420	***Write Down Your Specific Aim***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0800	***Review Home Work for Day One***
0800 – 0930	***Plan the Sections & Subsections You Need***
0930 – 0945	*Break*
0945 – 1030	***Using Headings Effectively*** *Exercise and Discussion*
1030 – 1130	***Avoid Starting with Background, Introduction or Methodology*** *Exercise and Discussion*
1130 - 1200	***Write Your Headings Using Strong Verbs & Specific Nouns***
1200 – 1215	*Break*
1215 – 1315	***Match Your Content to Your Readers' Knowledge*** *Exercise and Discussion*
1315 – 1420	***Keep Information Specific Rather than General*** *Exercise and Discussion*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0800	***Review Home Work for Day Two***
0800 – 0930	***Write in Plain English*** *Exercise and Discussion*
0930 – 0945	*Break*
0945 – 1030	***Use Active Verbs Rather than Passive Verbs***
1030 – 1130	***Keep Your Average Sentence Between 10 to 20 Words*** *Edit Wordy Phrases*
1130 - 1200	***Use Simple Words Rather than Complex Ones*** *Exercise and Discussion*

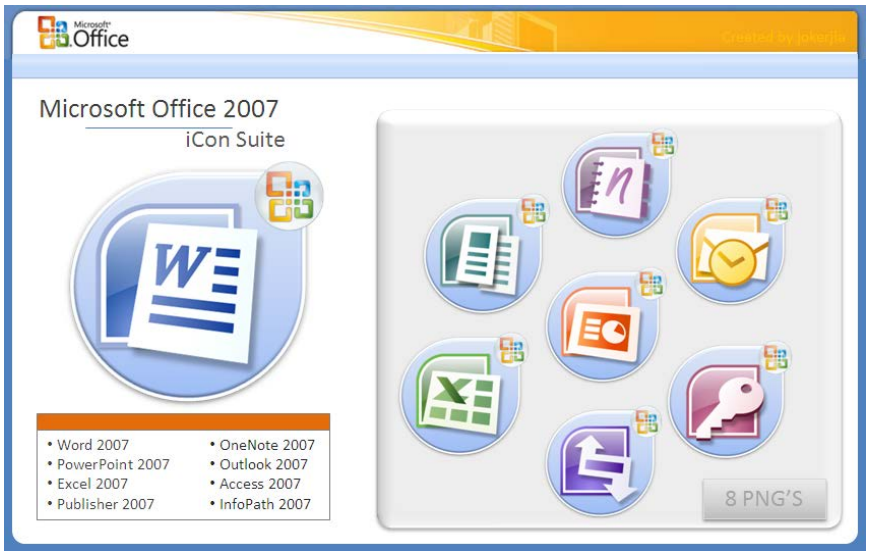
1200 – 1215	Break
1215 – 1315	***Avoid Jargon, Especially*** Acronyms and Abbreviations ● Non-Words ● Abstract Words and Phrases
1315 – 1420	***Keep Technical Terms to a Minimum***
1420 – 1430	***Recap***
1430	Lunch & End of Day Three

Day 4

0730 – 0800	***Review Home Work for Day Three***
0800 – 0930	***Use Examples & Illustrations***
0930 – 0945	Break
0945 – 1030	***Use Diagrams, Flowcharts & Graphs***
1030 – 1130	***Use Good Layout to Draw Attention to Key Technical Information***
1130 - 1200	***Test Your Document with the Intended Readers***
1200 – 1215	Break
1215 – 1345	***Use Recommended Editing Software to Help You***
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Hands-on Practical Sessions

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Office” application.



Course Coordinator

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