



TECHNICAL Report Writing

Course Introduction:

The way in which a report is passed to the reader affects his/her acceptance of the contents. There is an ever-increasing need for managers and professionals to develop their skills in presenting information in written and oral form. An effective presentation needs to be well-planned and use appropriate language. This course provides the participants with practical solutions to produce an effective report and present it orally in a supportive, interactive environment.

Course Objectives:

This course is designed to enable the participants:

- To develop report writing skills in a supportive environment
- To plan and draft an effective report and presentation
- To identify the objectives of the report and presentation
- To identify the reader of the report and the audience of a presentation
- To assemble the material and all relevant data for a report or presentation
- To use visual aids and new technology an appropriate and expert manner
- To examine the structure of a report or presentation critically
- To present the report in written and oral form
- To analyze participants' own skills in presentation
- To build on the present skills of the delegates, to enable them to write and present coherent, well-planned reports and speaking assignments in a professional manner.

Who Should Attend?

Managers, engineers, team leaders and supervisors who wish to improve their skills and confidence in report writing and oral presentations.

Course Outline:

MODULE 1 - THE TECHNIQUES OF REPORT WRITING

- Effective Communication Skills
- The Definition and Applications of Reporting
- Oral Reports
- Terms of Reference
- Reported Speech
- Style

MODULE 2 - COLLECTING DATA

- Secondary and Primary Reference Sources

- Bibliography
- Collecting and Organizing Information
- Acknowledgement of Sources
- Visual Aids

MODULE 3 - TYPES OF REPORT

- Short Formal Report
- Sections of a Report
- The Memorandum Report
- The Technical Report

MODULE 4 - STRUCTURING REPORTS

- Using Patterns
- Illustrations and Charts
- Titles
- Pre-judgment Reading Blocks
- The Principles of Clear Writing
- Correct Form
- Completion of Written Assignment

MODULE 5 - PRESENTATION SKILLS

- The Importance of Effective Presentation Skills
- The 5 Main Elements of Presentations

MODULE 6 - BASIC PREPARATION

- The Aims and Objectives of the Presentation
- Analyze the Occasion
- Analyze the Audience
- Analyze the Venue
- Parameters of Presentations
- Methods for Arranging Materials
- Visual Aids

MODULE 7 - BUILDING CONFIDENCE

- Non-Verbal Communication
- Voice Projection
- Your Manner
- Opening and Ending
- Timing

- How to overcome 'nerves'

MODULE 8 - PREPARATION FOR ASSIGNMENT

- Assistance to individual delegates on their Presentation Skills Assignment

MODULE 9 - INDIVIDUAL PRESENTATIONS

- Delegates present their reports orally
- Self, peer and tutor assessment and evaluation

MODULE 10 - EVALUATION AND CLOSE OF COURSE

- Evaluation of course
- Personal action plan

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

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Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

