TM020: Technical Report Writing
Training Description:
The aim of this training, “Technical Report Writing” is to develop the principles of technical writing that give it a logical base – appealing to both the technical or non-technical reader. This course encourages writers to be efficient and logical in their use of words, ensuring that the purpose of each component is understood and achieved. The course focuses on the real challenge – to express complex ideas simply. This entails anticipating the needs of readers and supplying whatever context may be needed to understand the meaning, relevance and importance of what is written.

Training Objective:
The main objective of the course is that the participants should be able to write shorter and better technical reports faster, so that; it is easier and faster for line managers to check and approve reports.

Learning Outcomes:
By the end of the training, participants will be able to:
✓ Write clear and concise formal reports, equipment manuals and other technical documentation
✓ Brainstorm and identify technical problems and solutions
✓ Collect, organise, analyse and evaluate information
✓ Appreciate the use of active verbs rather than passive verbs
✓ Edit wordy phrases – using simple words rather than complex ones
✓ Keep technical terms to a minimum – avoiding jargon, acronyms and abbreviations
✓ Use examples and illustrations
✓ Transfer technical information into graphs, flowcharts and tables
✓ Use good layout to draw attention to key technical information
✓ Understand the types and purposes of technical reports
✓ Write realistic specifications
✓ Organise reports and plan the sections and subsections you need
✓ Fully understand the steps in writing a report
✓ Understand the principles of clear and concise writing
✓ Develop effective communication with technical as well as non-technical staff at all levels-matching your content to your readers’ knowledge
✓ Keep information specific rather than general

Training Designed for:
This training is intended for all Engineering professionals, Technical Personnel, Maintenance/Supervisory Managers, Maintenance Planning Staff, Technical Managers, Project team members in: manufacturing, process industries, tendering, contracting, procurement, utilities.

Training Program:

Day One:
❖ PRE-TEST
❖ MANDATORY PRE-COURSE ASSESSMENT - each participant will be asked to write a Technical Report and our Trainer will assess each report and will give marks
❖ **MODULE 1: INTRODUCTION**

- Goals
- Types of report (Formal Report, Technical Memo, Technical Proposals, Equipment or Maintenance Manuals, etc.)
- Category of reader (skilled, decision-maker, technical, operator, general non-specialists)

❖ **MODULE 2: COMPILING THE REPORT**

- Establishing a framework
- Terms of reference (subject matter, purpose, reader identification)

**DAY TWO:**

❖ **MODULE 3: REPORT STRUCTURE**

- Findings
- Observations
- Discussions
- Conclusion
- Recommendations
- Executive summary
- Other sections (title page, table of contents, lists, appendices, references)

❖ **MODULE 4: ELEMENTS OF TECHNICAL WRITING**

- Factual versus opinion
- Logical flow of writing
- Results of research
- Case Study: Developing awareness of fact and opinion and substantiating opinions with facts
- Practical Session: Determining terms of reference and writing an introduction

**DAY THREE:**

❖ **MODULE 5: DEVELOPMENT PROCESS**

- Research (interviewing, listening, note taking, reading)
- 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

❖ **MODULE 6: REPORT OUTLINE**

- Mind mapping
- Outline formats (academic 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)

**DAY FOUR:**

❖ **MODULE 7: REPORT APPEARANCE**

- White space
- Headings/sub-headings
- Colour
- Illustrations
- Practical Session: Interpreting graphic material, graphic presentation

❖ **MODULE 8: CHECKING THE SPECIFICATION**
- Functional language correctness
- Prototypes
- Realistic specifications
- Compliance test and evaluation criteria
- Practical Session: Editing the specification

DAY FIVE:

❖ **MODULE 9: TYPES OF SPECIFICATIONS**
- Government specifications and standards
- Industry standards
- Specifications for complex goods and services
- Performance specifications
- Design specifications
- Practical Session: Creating a specification template

❖ **MODULE 10: WRITING THE SPECIFICATION**
- Time and cost framework
- Collaboration with other purchasers
- Using consultants and specialists
- Liaison with industry
- Specific and non-specific requirements
- Identify of specifications
- Reviewing specifications
- Constructive changes
- Errors in specifications
- Conflicting requirements
- Practical Session: Writing the specification

❖ **MANDATORY POST COURSE ASSESSMENT** - each participant will be asked to write a Technical Report and our Trainer will assess each report and will give marks

❖ **Course Conclusion**
❖ **POST-TEST and EVALUATION**

**Training Requirement:**

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

**Training Methodology:**

This training provides a 75% practical hands-on approach and 25% theoretical to technical report writing. Throughout the training, participants will learn through active participation using exercises, questionnaires, and practical case studies covering:
• Determining terms of reference and writing an introduction
• Brainstorming
• Applying the four-stage reading process, group discussion on conclusion and recommendations
• Investigating faulty construction methods (research design faults and problem areas, make observations/findings, mind map and write a rough draft.)
• Interpreting graphic material, graphic presentation
• Editing the specification
• Creating a specification template
• Writing the specification

Training Certificate(s):
Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad

Training Timings:

Daily Timings:
- 07:45 - 08:00  Morning Coffee / Tea
- 08:00 - 10:00  First Session
- 10:00 - 10:20  Recess (Coffee/Tea/Snacks)
- 10:20 - 12:20  Second Session
- 12:20 - 13:30  Recess (Prayer Break & Lunch)
- 13:30 - 15:00  Last Session

For training registrations or in-house enquiries, please contact:
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Training & Career Development Department