Informa Connect

Academy

Technical Report Writing

Develop concise and effective technical reporting skills, especially when your reports may be addressed to a 'non-technical' audience

Online Programme

Course Information

Course Overview

For many, writing a good report may turn out to be an even more difficult task than conducting the technical assignment itself. This may be especially true for most Technicians, Engineers, Scientists and similar professionals. The consequence of an unclear report is information loss. The report submitted must be well-structured in a logical, flowing manner to enable the information to be well understood by the reader. The learning outcomes focus on writing concise and to-the-point reporting methodologies, while eliminating unnecessary effort on all parties.

This course will lead delegates to effectively write reports that reflect the outcome from their technical assignments. The course shall look into building a structured approach into writing reports, without the undue stress this may bring. Furthermore, the learning reflects on mitigating the risk of communication breakdown due to poor reporting. This training course is structured to include practical sessions and activities in a a handson approach.

Course Methodology

The training delivery style shall enable delegates to follow through with relative ease.

Delegates will be able to ask the trainer questions, clarifications and any inquiries, and the trainer shall offer timely feedback, guidance and support throughout the duration of the course. Interaction between delegates will be encouraged with opportunities for sharing ideas.

On this Course You Will:

- Structure and compose sound technical reports that convey your message to your intended audience
- Communicate effectively by using appropriate visuals, avoiding ambiguity in interpretation of complex statements
- Provide a flow of value in content and structure
- Express the outcome of your research, analysis or findings in a clear manner
- Present your message, express concluding statements and recommendations made in both written and spoken presentations

Course Information

Who Should Attend

The target audience for this training course can well come from different sectors and may
include both, anticipated authors, as well as reviewers and readers of such reports, including:

- Technicians and Engineers
- Architects and Civil Engineers
- Lab Officers/Technicians/Managers
- R&D Technicians/Scientists
- Technical Supervisors and Managers
- Maintenance personnel
- IT and Technology Specialists
- Quality Technicians and Inspectors

Targeted Competencies

- Develop confidence in generating reporting needs, presenting and communicating the message within to the relevant audiences
- Make the report writing task easier for the author and the expected audience who willneed to read, understand and extract information and value from it
- Gain a clear insight to structure concise and comprehensive technical reports, eliminating unnecessary effort on all parties

Course Requirements and Certificates

Delegates must meet two criteria to be eligible for an Informa Certificate of Completion:

- **Satisfactory attendance** – Delegates must attend all sessions of the course. Delegates who miss more than 1 hour of the course sessions will not be eligible to sit the course assessment

- **Successful completion of the course assessment**

Delegates who do not meet these criteria will receive an Informa Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended. The certificate provided will be in soft copy.

Online Programme

100% Online – Upskill with online courses and certifications from internationally renowned associations delivered by subject matter experts

Designed for busy professionals to learn on their own schedule, these digital, interactive and engaging educational experiences employ a variety of interactive learning techniques, including short high-impact videos, case studies, assessments, downloadable tools and templates, relevant articles and blogs, in addition to on-going trainer support.

Meet Your Course Director

Joseph Micallef

Joseph is an engineer by profession, with near 30 years of experience in successfully leading and advising clients through strategic, operational excellence and transformation programmes. He has worked within a wide range of sectors such as: Government and Government Entities, various manufacturing segments, industrial/engineering and logistics/supply-chain operations, marine, aviation and project-based organisations, F&B and hospitality, real estate, education and NGO's, utilities, healthcare, IT and financial services. Joseph, who is also a Lean Six Sigma Black Belt and an IoT Leader, has a strong background in consulting and advising clients, together with coaching and mentoring services, designed to facilitate the establishment of effective, value-adding and quality-driven business processes and supporting structures within organisations.

A regular speaker and facilitator at a number of training seminars, workshops and conferences, he has trained several hundreds of middle-management level and top executive management delegates. Joseph is a member of several engineering institutions such as the Chamber of Engineers (Malta), The Institute of Engineering and Technology (UK), the European Federation of National Engineering Institutions (FEANI), he is a registered Chartered Engineer through the Engineering Council in the UK, and served as an active board member on the Malta Engineering Board between 2012 and 2016. He currently serves as an active member on the Quality Committee within the Malta Chamber of Commerce, Enterprise and Industry.

Course Outline

WEEK 1

Report Writing As A Process
· Communication and process waste, what is the link?
· Introduction to Technical Report Writing, the goal: your audience
· Report writing: efficiency and effectiveness, where do you stand?
· The Deming Cycle in report writing
· Basic writing skills

Developing The Report
· The process approach
· Layouts and formats – make it flow!
· Presentation of complex and complicated information – Does it add value?
· Writing the report

WEEK 2

Crystallising Your Report
· Generating the report
· What should my report look like?
· Value and quality – quantity?
· What is the outcome? Drawing up your conclusions and the way forward
· Who should read my report?
· Following up and further action

Packaging All Your Hard Work
· Presenting the report
· Oral presentation, the phases
· Preparing your visual aids
· Let's hear you present the case!

Technical Report Writing

APPLY NOW

Course	Final Fee
Technical Report Writing	US$ 1,000

Pricing excludes 5% VAT, charged where applicable.

To Register Click Here

For Special Offers And Discounts:

Call: +971 55 176 0524
Email: MEenquiries@informa.com
Visit Website: www.informa-mea.com/training/special-offers

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ABOUT INFORMA CONNECT ACADEMY

Informa Connect Academy

Informa Connect Academy is a premier provider of global education and training solutions that caters to a diverse range of professionals, industries, and educational partners. We are dedicated to promoting lifelong learning and are committed to offering learners expert guidance, training, and resources to help them stay competitive in a rapidly changing world.

Our comprehensive range of courses and programmes are tailored to meet the needs of all professionals, from aspiring specialists to seasoned experts. We partner with elite academic organisations and industry leaders with unmatched expertise in their respective fields to deliver an exceptional learning experience.

ABOUT PRICING AND DOCUMENTATION

Pricing excludes 5% VAT, charged where applicable.

Course fees include documentation, luncheon and refreshments for in-person learners. Delegates who attend all sessions and successfully complete the assessment, will receive a Informa Certificate and any applicable partner certificates. A hard copy will be provided to in-person learners and a soft-copy will be provided to virtual learners.

AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible.

Visas for non-GCC nationals may take several weeks to process.

REGISTRATION, PAYMENTS AND CANCELLATION

All registrations are subject to our terms and conditions which are available at www.informa- mea.com/terms. Please read them as they include important information. By submitting your registration, you agree to be bound by the terms and conditions in full. All registrations are subject to acceptance by Informa Connect which will be confirmed to you in writing.

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the course. Only those delegates whose fees have been paid in full will be admitted to the course.

For full cancellation details, please visit https://informaconnect.com/terms-of-use/

All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation. Due to unforeseen circumstances, Informa Connect reserves the right to cancel the course, change the programme, alter the venue, speaker or topics. For full details, please visit www.informaconnect.com

RP/AA | BUSINESS OPERATIONS

Informa Connect

Academy

If you have any questions about the course
or applying, please contact us on:

www.informaconnect.com/academy

register-mea@informa.com

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