

# Effective Technical Report Writing Course

This one-day course presents a comprehensive overview of the essential elements of effective technical report writing and will help delegates develop the practical skills required to write reports for internal or external audiences.



An exciting and practical one-day training course from one of the UK's leading trainers. Designed for anyone who needs to improve their technical report writing skills.

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solving problems

# EFFECTIVE TECHNICAL REPORT WRITING (1 DAY)

## Introduction

Many professional have difficulty in expressing ideas on paper which means that useful concepts may never be fully understood or valued. Effective report writing, the exchange of information, ideas, opinions and decisions between people at all levels, internally and externally, makes a vital contribution to organisational success. Engineers and other professionals spend a high proportion of their working time compiling reports.

This course aims to present a comprehensive overview of the essential elements of effective technical report writing and help delegates develop the practical skills required to write successfully, for an internal or external audience.

## About the Trainer

Tony Buon is a psychologist, trainer and author. Tony holds graduate and postgraduate degrees in psychology, behavioural sciences and workplace education.

Tony has lectured at leading universities in the UK and Australia. Among the subjects he has taught are psychology, leadership, and communication. Tony also taught on an accredited MBA programme at RGU in Aberdeen.

Tony was born in the UK and spent many years living in Australia. Today he lives in London. He has worked in more than 35 countries and with many of the world's leading organisations. Tony's best-selling latest book is *Communication Genius: 40 Insights from the Science of Communication*, and is published by Hachette in the UK and the USA.

Organisations who have previously received our training include: ABB, Axa, Air Products, Aramco, Bechtel, Boustead, Coca-Cola, CNOC, DAA, Dolphin Energy, ECITB, ENI Engineering, Fluor Genesis, GulfMark, Imtech, Marathon Oil, NHS, PDO, Services Design Solution, SNC Lavalin, Technip, WSPCEL

### Comments from previous participants:

"...one of the best courses I have ever attended!"

I can't believe how much I learnt. This course developed my writing skills in really practical ways"

"...the trainer was excellent and the individual feedback and advice fantastic"

"This course will make me a better at my job, I have new skills I can use every day"

"A delightfully enjoyable and practical course"

## The Course

This course is run as a one-day course on-site, from 9-5.

### Topics covered:

- ▼ **Planning technical reports**
- ▼ **The significance of audience when writing**
- ▼ **The importance of drafting**
- ▼ **Formatting or structuring a technical report**
- ▼ **Using appendices and referencing**
- ▼ **Use and limitations of graphics and illustrations**
- ▼ **Grammar, style & readability**
- ▼ **Proofreading, design and layout issues**
- ▼ **Submitting an excellent finished report**

**Participants are asked to bring a recent technical report with them to work on during the course. This can be their own or a generic one.**

## Who is it For?

This course is suitable for all people who write technical reports. People who have previously attended were:

- Engineers, Technicians and Scientists
- Recent graduates in technical roles
- HR and OD Managers
- Managers needing 'refresher training'

## How is it Taught?

Participants to this seminar will receive a training on technical report writing with the trainer utilising a variety of proven adult learning teaching and facilitation techniques. Practical group work and exercises will be used to facilitate learning and provide a fun and energising learning environment.

## Your Investment

This course is normally £1500 + vat per course for up to 15 delegates. **We are offering the course at a 50% reduction to £750+vat per course (before end May 2016)**