



Blaze Avenue

Empowering Business Ideas

TECHNICAL REPORT WRITING & COMMUNICATIONS

3 DAYS WORKSHOP

4th - 6th DECEMBER 2017

PULLMAN HOTEL KUCHING, SARAWAK, MALAYSIA

MICHAEL CRABTREE

COURSE INSTRUCTOR

WHO SHOULD ATTEND

- Engineering professionals (e.g. project and design engineers)
- Maintenance Planning Staff
- Project team members in: utilities and local authorities, oil & gas, manufacturing, process industries, tendering, contracting, marketing, procurement, research & development.
- Technical Personnel
- Maintenance/Supervisory Managers
- Technical managers



HRDF 1080526T

In House Training Solutions :

We provide training and development programs tailored to the needs of your organization. We pay attention to the course contents as well as enhanced delivery methods to ensure that your employees learning are transferred to the workplace.

INTRODUCTION

Whilst engineers and technicians undergo many years of training to become proficient in their field of expertise, this does not necessarily include the art of writing. Because writing takes place in the absence of the reader it may represent a boring, dull, difficult and unfamiliar chore for the technologist.

The result is that, too often, technical writing has a flat style making documents difficult and tedious to read. Complex writing results in a waste of time, lost contracts and alienated customers – in other words, a loss of money.

The aim of this workshop, 'Technical Report Writing and Communications' 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 workshop 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.

COURSE OBJECTIVE

The course is based on a wealth of experiential knowledge gleaned from the author's experience working within a systems integration company and also feedback from more than 4000 technicians and engineers who have attended the author's workshops. On successful completion of this workshop delegates will be able to:

- 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
- Write clear and concise formal reports, equipment manuals and other technical documentation
- 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.
- 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.
- Translate technical documents into compelling oral presentations

TRAINING METHODOLOGY

Designed for all levels of management, this workshop provides a practical hand-on approach to technical report writing. Throughout the workshop, 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
- Delivery of a two minute presentation (each delegate delivers a presentation on a particular aspect of the technical report).

TAKE AWAYS

- 'Fundamentals of Industrial Electrical and Electronic Engineering' – a comprehensive reference book.
- Acrobat copy of all PowerPoint slides used in the presentation on USB Flash Memory Drive.
- Certification of attendance: each delegate will receive a workshop certificate documenting their attendance

WHAT PEOPLE SAY:

- "Mick has received excellent reviews and positive feedback for all his courses. His down-to-earth, practical, and entertaining approach makes him a sought-after speaker and lecturer in a wide variety of disciplines." - IDC Technologies
- "Presented in an easily understood manner." - E. Maughn, Eskom
- "Really knows his subject." M. Radcliff, Houston Texas
- "Easily understood" - Bob Lawson, Nissan, UK
- "Relaxed and interesting" - F. Lowe, Schlumberger, Austin, Texas

OUR PAST CLIENTS

- Kenya Power & Lighting Co. Ltd - Kenya
- PT Bekasi Power - Indonesia
- PT Perusahaan Listrik Negara (PLN) - Indonesia
- Sarawak Energy Berhad - Malaysia
- Hong Kong Electric Company - Hong Kong
- National Electric Power Regulatory Authority (NEPRA) - Pakistan
- Saudi Electricity Company - Saudi Arabia
- National Grid Corporation Philippines (NGCP) - Phillipines
- Emirates SembCorp Water & Power Company - UAE
- Tenaga Nasional Berhad (TNB) - Malaysia
- DNV GL Private Limited - Singapore
- Ceylon Electricity Board (CEB) - Sri Lanka
- Sabah Electricity - Malaysia
- Lanka Electricity Company (Pvt) Ltd - Sri Lanka
- NamPower Corporation (Proprietary) Ltd - Namibia
- Kenya Generation (Kengen) - Kenya
- Transmission Company of Nigeria (TCN) - Nigeria
- Niger Delta Power Holding Company Limited (NDPHC) - Nigeria
- Metropolitan Electricity Authority (MEA) - Thailand
- Singapore Power (SP Group) - Singapore

OUR POWER SECTOR TRAINING LIST (PARTIAL LIST)

- Smart Grids - Platform of the Smart Cities
- Power System Stability & Control
- Renewable Resources : From Planning To Operations
- PLC, SCADA and AC Drives for Industry
- SCADA and the Impact of Smart Grid
- SCADA Systems - Transitioning from Beginner to Advanced
- SCADA, IEC 61850 and Substation Automation workshop
- Uncertainty and Risk Management in Electricity Markets
- Modern Power System Analysis
- Reliability Centered Maintenance
- Demand Side Management
- Energy Markets Strategic Planning
- Economic Dispatch and Power System Planning
- Power Systems Planning and Operations
- Energy Trading and Energy Markets
- Energy Markets, Risk Assessment and Financial Management
- Reliability and Risk Applied to Physical Assets
- Economic Dispatch & Grid stability Constraints in Power Plants
- Power System State Estimation
- Communication Interfaces in Smart Grid
- Distributed Generation
- Distributed Wind Generation and its Impacts on the Network
- Modelling Analysis for Modern Electrical Systems
- Power Systems Economic Operation
- Reactive Power and Voltage Control on Electrical Networks
- Real Power & Control on Power System
- Substation Automation Systems
- Power System Reliability
- Power System Restoration
- Methodologies & Implementation Strategies
- Fundamentals of Power Systems