

**Training Title**

**TECHNICAL REPORT WRITING**

**Training Duration**

5 days

**Training Venue and Dates**

|                          |   |                     |         |            |
|--------------------------|---|---------------------|---------|------------|
| Technical Report Writing | 5 | 08-12 January, 2024 | \$5,500 | Dubai, UAE |
|--------------------------|---|---------------------|---------|------------|

*Trainings will be conducted in any of the 5 star hotels.*

**Training Fees**

- *5,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch.*

**Training Certificate**

*Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.*

**COURSE OVERVIEW**

**COURSE DESCRIPTION**

*This is a hands-on interactive approach course that is specifically designed to meet the needs of managers, engineers, assistants and all technical personnel. You will be guided through the complexities of organizing and drafting a technical report. You will learn what to consider before, during and after writing the first draft of your technical report and then how to edit this draft to achieve maximum impact on the reader. This course will help you meet the expectations of your readers, and develop a style of writing that motivates the reader to implement your ideas. At the same time, you will be able to write reports faster and easier.*

**COURSE OBJECTIVES**

- 1. To be able to define objective(s) and to support a conclusion.*
- 2. To analyze the audience and target their needs.*
- 3. To present some data-gathering techniques and to select the data relevant to the audience.*
- 4. To structure the report keeping the reader in mind.*
- 5. To select words and phrases that will aid the reader and not confuse him.*
- 6. To be able to write a first draft efficiently and more rapidly.*
- 7. To properly illustrate the ideas using table and graphs.*
- 8. To edit and review the draft for maximum impact on the reader.*
- 9. To present valuable tools that makes your job easier.*

**SUITABLE FOR:**

*All report writers, including managers, engineers, researchers, assistants, secretaries and all technical personnel.*

**TRAINING METHODOLOGY:**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

**COURSE OUTLINE**

- *Clarifying the Purpose*
- *Analyzing the Audience*
- *Selecting the Information*
- *Structuring the Report*
- *Developing the Style*
- *Writing the First Draft*
- *What goes in the abstract?*
- *What goes in the introduction?*
- *Objectives*
- *Results and Discussion*
- *Conclusions*
- *References*
- *Appendices*
- *Designing Illustrations*

***Reviewing the Draft***

- *Using Tools*
- *Interactions*
- *Letter layout*
- *Tone in letters*
- *Structure of a letter*

***Replying to complaint letter***

**Case Studies, Last Day Review, Discussions & Pre & Post Assessments will be carried out.**

.....