

Technical Report Writing

Professionals need Technical Report Writing skills to turn technical facts into useful information for their readers. This course encourages the participants to be efficient and logical in their use of words, ensuring that the purpose of each component is understood and achieved. The participants will identify ways to reduce the time they spend writing and editing reports thus improving individual productivity. They will also learn how to consistently write reader-focused technical reports that both technical and non-technical readers will find useful.

Course Outline

- Introduction
- Writing Communication Media
- Preparing To Write
- Guidelines
- Writing and Editing The Report

Who Should Attend

Middle to high level staff such as:

- Managers that are assigned to contribute to business management reports.

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Identify the main obstacles to effective Technical Report Writing and how to avoid them.
- Understand the nature of Technical Report Writing from the perspective of the writer and the reader.
- Understand a range of tools and techniques for Technical Report Writing
- Use these techniques to build an effective process that can be used to deliver professional results on a consistent basis from Technical Report Writing activity.
- Explain the benefits of having an effective Technical Report Writing process in the organization

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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