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Course: Technical Report Writing Skills

Code	City	Hotel	Start	End	Price	Language - Hours
810	Auckland (New Zealand)	Hotel Meeting Room	2025-03-10	2025-03-14	5950 €	En - 25

PROGRAMME SUMMARY

Technical reports are a vital tool for engineers to communicate their ideas. This online course introduces technical report writing and teaches the techniques you need to construct well-written engineering reports. Each week, we'll look at a key section of a technical report and the skills needed to write it. You'll cover areas such as referencing and citations; presenting equations; diagrams and data; and using language and tenses correctly. We'll also talk to practicing engineers, as well as students and educators who write and mark technical reports, who'll give their hands-on advice. This course is designed for both student and professional engineers. It will teach you the technical report writing skills you need to tackle everything from a two-page document. As such, it will be applicable for the entirety of your engineering degree or career. he basics of communication are discussed at the outset with the emphasis on using plain English. This is followed by discussing the general structure of reports outlined to ensure clear dissemination of written information. Specific report styles are covered in detail, from management and sales reports to project reports and business case preparation. The development of clear, concise and unambiguous instructions, procedures and manuals are detailed.

The course demonstrates the value and methods of good writing by using lots of examples, contrasting good and bad, to indicate which writing styles work and which don`t - and why.

OBJECTIVE

- Write effective technical reports that achieve their aims
- Relate to their target readers
- Select the right content for their readers
- Select the best length and design for the report
- Present their findings in a clear manner
- Understand the importance of writing an accurate, concise, and straightforward report
- Create good summaries
- Include accurate references
- Include appropriate well labelled diagrams
- Understand the benefits of independent proof reading

WHO SHOULD ATTEND

- All technical personnel, engineers and executives.
- All those aiming to improve their technical writing skill, including Engineers, Scientists, Mathematicians, Statisticians, Data providers, Scientific journalists.

THE SCIENTIFIC CONTENT OF THE PROGRAM

What is a Report?

- What is a Report – the Different Meanings
- Why technical reports are important for communicating ideas and concepts
- The anatomy of a technical report
- Types of Reports & Their Purpose
- Types & Characteristics of Technical Reports
- Typical Information Different Types Need
- Technical Report Templates
- Difference Between Reports & Proposals

Are Facts & Reason Alone Enough for Technical Reports?

- The Human Touch
- The Audience & Business Touch
- Demonstration & Exercise

The Nature of Technical Writing

- Analysis of Technical Writing
- Technical Writing Requirements & Techniques
- Demonstrations & Exercise

English in a Nutshell

- Sentence Construction – Parts of a Speech
- Tenses – It’s All About Time
- Demonstrations & Exercise
- Influence of First Language

Managing the Audience for Reports

- What They Want and Need
- Scope of Work & Terms of Reference
- Audience Background, Knowledge & Experience
- How Technical Must the Report Be?
- How to Satisfy the Different Types of Audience
- Demonstration & Exercise

Planning & Formatting the Report

- Model, Framework & Structure
- What Preparations to Make
- Designing the Report – Product Packaging

- Layout, Fonts, Lines, Colors & Formatting

Title Page

- Purpose of the Title Page
- Content of Title Page – its Impact
- Strong and Weak Titles
- Your Image – Branding Yourself
- Designing the Title Page
- Titles, Sub-titles & Descriptors
- Demonstrations & Exercises

The Contents List

- Purpose of the Contents List
- Demonstration of Contents List Generation

Abbreviations & Acronyms

- Examples of Abbreviations & Acronyms
- Creating Abbreviations & Acronyms

Executive Summary

- Summary vs Executive Summary
- Purpose & Contents of Executive Summary
- Quick Tool to Identify Management Interests
- Main Messages
- Demonstrations & Exercises

Purpose & Scope

- Why We Need Purpose & Scope

- Combined vs Separated
- Scope Exclusions
- Demonstrations & Exercises

Background & Introduction

- Background, Introduction & Transitioning
- Combined & Separated
- How to Combine with Purpose and Scope
- Demonstrations & Exercises

Data, Analysis & Results

- Data Types, Integrity, Quality & Quantity
- What To Do When There is Few Data
- How to Handle Qualitative Data for Confidence
- Data Collection, Review, Cleaning, Entry, Validation
- Data Analysis – Types of Analysis
- Data (and Results) Presentation
- Converting to Results & Discussion
- Establishing Technical Expertise
- Demonstrations & Exercises

Other Sections

- Global discussions, Addressing Pressing Issues, Aligning to Strategies
- Demonstrations & Exercises

Conclusions

- Deriving from Methods & Results; Tying to Purpose & Scope; Linking with Executive Summary; Leading to Recommendations
- Clarifying Concerns, Inference & Deduction

- Demonstrations & Exercises

Recommendations

- Considerations & Methods for Recommendations
- Providing Answers – Satisfying Needs
- Combining Conclusions & Recommendations
- Demonstrations & Exercises

Reference & Bibliography

- Why We Need Them, What to Include
- Types & Examples of References & Bibliography
- Styles and Formatting
- Establish Your Knowledge-Expertise Base
- Demonstrations & Exercises

Acknowledgements

- Overall Business Interest & Long Term Concerns
- Demonstrations & Exercises

Glossary of Terms

- Separating, Constructing & Locating the Glossary
- Styles, Formatting & Listing the Terms
- Demonstrations & Exercises

Appendices & Attachments

- What’re the Differences
- When to Use Them
- Demonstrations & Exercises

Closure

- Generating the Report
- Managing Revisions.
- Case studies and practical examples.

The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.