Technical Report Writing & Effective Presentation Skills Workshop
Duration: 2 Days (8:00am to 5:00pm)

Introduction:

Professionals in the public and private sector increasingly need to document and present complex technical findings, analysis and recommendations for effective decision making. This course is specially designed to focus on the unique needs of technical professionals who write and present to both technical and non-technical readers and decision makers. The two-day course will demonstrate how technical professionals can use their expertise and knowledge to write grammatically accurate and successful technical reports, and use persuasive communication for effective data presentation.

The course provides training on the fundamentals of writing and reviewing technical reports that help disseminate critical findings and recommendations effectively to clients in the associated business and government sector of Malaysia. In addition, it will encourage participants to give effective data presentations by helping them to speak with conviction and authority and assist them in selecting notes and visual aids that support their message.

Methodology:

- Short lectures, interactive question and answer sessions, group discussions and planning for writing technical reports and presentations etc.
- Practical Exercises and Videos to better understand and appreciate the concepts
- Presentation demonstrations by trainees

Objectives:

- To assist participants to write clearly, concisely and effectively for colleagues and clients
- To give participants both guidance and practice in writing successful technical reports
- To suggest report structures which maximise the impact on readers
- To encourage participants to compile and submit technical reports to clients/ customers within a required time frame
- To help participants prepare and use supportive notes and effective visual aids
- To encourage participants to speak confidently and successfully for themselves and their organizations
- To encourage participants to use voice and body language effectively to build a rapport with their audience.

Designed for:

Technical professionals who write and present to both technical and non-technical readers and decision makers.

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Course Modules:

Day 1 - Technical Report Writing / Developing an Effective Writing Process

- The Four Cs of Effective Writing
- A Strategy for writing
- Writing for YOUR Readers
- Writing faster and writing better
- Why we need to write faster; the Five tips for faster drafting
- Editing like a professional
- Stages of report writing, detailing the steps involved in preparing a technical report, from gathering the data to writing a draft report
- Technical/ Engineering Report formats
- Write and turn-around accurate technical documents quickly to meet deadlines and
- productivity goals
- Understand how technical reports should be structured by applying a systematic approach to the writing task, involving planning, drafting, revision and production
- Grammatical structures for technical writing
- Suggestions for improving report writing styles through the correct use of grammar, spelling and vocabulary.
- Focus on report introduction, inspection scope and methods
- Findings and recommendations
- Supporting structures such as drawings, photos and legends in diagrams
- Technical report as a basis for further evaluation and assessment for specialized engineers/ technicians
- Use tried and tested proof reading techniques to check and review documents more effectively
- Identify and avoid common pitfalls in technical report writing
- Use clear & powerful language to target and persuade readers for positive results
- Author's check list

Day 2 - Effective Data Presentation Skills

- Introducing yourself and your talk
- Present and sell your technical presentation more effectively both internally and externally
- Plan and structure your meetings and presentations for maximum effect
- Capture your technical and non-technical audience by delivering your presentation with power and authority
- Handle questions, interruptions and objections with confidence
- Understanding your task and your audience
- Preparing and using supportive notes and visual aids
- Speaking with conviction and authority
- Using language to link ideas
- Delivery and style of talk
- Effective body language
- Conclusion and recommendation

Trainer Profile:

Professor Beena Giridharan
PhD(Edu.,Curtin Aus.), M.A (Eng.Lang & Litt.), BSc., F.HERDSA,TAE, C.I.T

Prof. Beena is the Deputy Pro Vice Chancellor cum Dean, Teaching and Learning at Curtin University, Malaysia.

In her role, she provides academic, financial, strategic and administrative leadership to Curtin Malaysia, with a particular focus on academic operational efficiency. She attained a doctoral degree in Applied Linguistics and Education from Curtin University, Western Australia. Her Master's degree (first class) is in English Language and Literature, and her Bachelor's degree is in Science (first class). She has been a fellow of the Higher Education Research and Development Society of Australasia (HERDSA) since 2006. She won the 2006 Carrick Australian Award for University Teaching and the Curtin Excellence in Teaching and Innovation award in 2006. As a member of an OLT (Office of Learning and Teaching, Australia) funded project entitled 'Learning without Borders' she has investigated leadership roles in Trans-National Education (TNE) and internationalization of curriculum. Her research interests include vocabulary acquisition in English as a second language, higher education practices, transnational education, work-integrated learning, and ethno-linguistic studies in indigenous communities. She was a visiting professor at the Virginia Commonwealth University, Richmond, Virginia, USA between 2007- 2008.

Consultancies and Training Programs Conducted
To date she has conducted many public and in-house trainings in many areas including Business English for Professionals, Enhancing your English at the Workplace, Minutes Writing, Lose your Accent, Technical Report Writing and Effective Presentation Skills, and Kinesthetic Learning for universities and multinational companies. She is an outstanding trainer who engages participants from all walks of life and assists in maximizing potential in people to achieve their professional goals.

For registration, please contact:
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