

Technical Report Writing & Presentation Skills For Power & Utilities Professionals

16 - 18 January 2012, Kuala Lumpur, Malaysia PUBLIC SESSION



Expert Course Faculty Leader

Steve Holloway

BSc. (Hons), CTEFLA, DTEFLA

Specialist technical report writing trainer with 15 years of Industry experience

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Technical Report Writing & Presentation Skills For Power & Utilities Professionals

16 to 18 Jan 2012, Kuala Lumpur, Malaysia

Course Overview

Technical Report Writing and Presentations Skills for Power & Utilities Professionals focuses on unique needs of technical professionals who write and present for both technical and non-technical readers.

This 3 day separately book able workshop will demonstrate on how technical professionals can use their technical knowledge and logical edge to write in a reader-friendly, grammatically accurate way reports and persuasively communicate for buy-in purposes

Power & Utilities professionals increasingly need to translate complex findings, analyses, conclusions and recommendations for effective decision making. Engineers need to acquire the crucial competency to write and present clear & technically accurate reports. If you a face challenges in getting your findings into paper and presenting it effectively, you will benefit from this 3-day training course

Course Learning Outcomes

- 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
- Use clear & powerful language to target and persuade readers for positive results
- Use tried and tested proof reading techniques to check and review documents more effectively Identify and avoid common pitfalls in technical report writing
- 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

Who Should Attend

This Workshop has been researched and developed for Managers, Superintendents, Supervisors, Engineers, Planners, Team Leaders and Project Coordinators in the technical and non technical departments in the Power & Utilities industry.

Unique Features with **powerEDGE** Training

- Pre-Course Questionnaire to help us focus on your learning objectives
- Detailed Course & Reference Manual for Continuous Learning and Sharing
- Practical Exercises & Case Examples to better understand the principles
- Limited class size to ensure One-to-One Interactivity
- Assessment at the end of the course to help you develop a Personal Action Plan

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Course Outline

17th to 18th Jan

Technical Report Writing for Power & Utilities Professionals

Characteristics of good writing

- Group discussion: what is good writing; why is it important

Self Analysis - You as a Writer

- Participants complete questionnaire about own writing ability
- Group discussion: common weaknesses

Reader and purpose

- Trainer: tips on becoming a critical reader
- Participants assess a piece of writing and write purpose statements

Getting your message across

Avoiding weak and wordy language

- Trainer: how to write simply and effectively using strong verbs instead of dull nouns
- Practice: rewriting poor sentences

Use and abuse of the passive

- Group discussion: when to use the passive and when not to
- Trainer: tips on the use of tenses in the passive
- Participants identify and rewrite passive sentences

Identifying jargon and redundancy

- Group discussion: what is jargon and when should it be used
- Participants give examples of jargon from own work
- Group discussion: repetitive language and how to avoid it

The Fog Factor

- Group discussion: what are big words
- Trainer: how to check the readability of your writing
- Practice: rewriting a poorly written paragraph

Paragraph Power

Essential features

- Trainer: presentation of the four characteristics of effective paragraphs
- Participants assess and rewrite poor paragraphs using linking clues

Topic sentences

- Group discussion: what are topic sentences
- Trainer: identifying topic sentences
- Practice: writing clear topic sentences for given paragraphs

Using linking words

- Trainer: the grammar of linking words
- Participants categorise linking words and writing a paragraph
- Trainer: identifying topic sentences
- Group discussion: common mistakes

Topic sentences

- Practice: writing clear topic sentences for given paragraphs
- Group discussion: what are topic sentences

Processes

The grammar of describing a process

- Trainer: presentation of a typical process description
- Group discussion: analysing the use of tenses and the passive

Using sequencers to guide your reader

- Group discussion: ordering events in a process
- Trainer: using key words to guide the reader
- Practice: describing a complete process given paragraphs

Using linking words

- Trainer: the grammar of linking words
- Participants categorise linking words and writing a paragraph
- Trainer: identifying topic sentences
- Group discussion: common mistakes

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- Practice: writing clear topic sentences for given paragraphs
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Using sequencers to guide your reader

- Group discussion: ordering events in a process
- Trainer: using key words to guide the reader
- Practice: describing a complete process

Introduction to reports

A strategy for writing reports

- Trainer: presentation of a report writing scenario
- Group discussion: stages in the report writing process
- Group discussion: a suggested strategy

Report structure

- Participants complete the section names of a generic report
- Participants identify the key language for each section

The key components of an Introduction

- Trainer: sub-sections found in the Introduction
- Group discussion: what is the terms of reference statement
- Practice: writing a terms of reference statement
- Practice: writing an Introduction

Incident reports

Writing about procedures and findings

- Group discussion: analysing the language of real reports
- Trainer: using the passive in reports

The grammar of incident reports

- Trainer: narrating past events
- Participants add verb forms to complete an incident report

Describing change

- Trainer: using adjectives and adverbs to describe graphs
- Participants complete 'Cassette sales' a writing and speaking activity

Recommendation or Feasibility Reports

Interpreting your data

- Group discussion: 'fact vs opinion'
- Trainer: avoiding jumping to conclusions

Three stages in writing conclusions

- Trainer: summarising key data; saying what the data shows; making forecasts
- Practice: writing three-stage conclusions

Writing recommendations

- Participants assess a set of recommendations
- Trainer: what to consider when recommending
- Practice: writing the conclusions

Course Outline

16th January

Technical Presentation Skills for Power & Utilities Professionals

To provide participants with the language, techniques and confidence to give a presentation, handle questions and portray a professional image of the organization

Pre-course presentations

- Video recording of presentations

Elements of effective technical presentations

- Organising an effective presentation
- Considering the Audience and the Purpose
- Deciding what information to include
- Establishing your credibility
 - introducing yourself and your talk
- Using signposting language to guide the audience

Creating an impact in your technical presentation

- Improving your vocal delivery
- Using Body Language to talk to your audience
- Designing and using visual aids to support your presentation
- Making an effective ending
- Handling questions and questioners effectively

Post-course presentations

- Video recording of presentations
- Evaluating and giving feedback on the presentations

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Your Expert Faculty



On joining the British Council, Kuala Lumpur in 1997, Steve managed the Business Skills Unit and was involved in the marketing of British Council programmes as well as overseeing all training-related matters.

Steve considers himself a trainer first and specializes predominantly in high-level writing and technical report writing programmes. In addition to conducting training in Technical Writing, Steve has also been the chief editor for two large writing projects. The first was the entire Start-Up Manual (including the Black Start Manual) for Nippon Oil's Helang Integrated Platform, which came online off Sarawak in 2004. Steve was involved in this year-long project from the beginning, including helping to decide on the overall style aspects of the manuals to the final preparation prior to submission to the client. The second was a four-month project rewriting the manuals for the Puteri Dulang FSO off Terengganu.

Comments from past participants :

"Thank you for the course that gives us new ideas and techniques on how to write a report properly"

Nippon Oil Corporation

"It is worth the money!"

Sarawak Shell Bhd

"Training was efficient and issues regarding technical writing were resolved. I believe that this training there will be a better way to have our reports to appear readable and easy to understand"

Sarawak Shell Bhd

Steve has conducted programmes for all of the following organizations :

Petronas Carigali Vietnam, Thang Long JOC, BP Chemicals • Malaysian-Thailand Joint Authority • Petronas • ESSO • Wilh. Wilhelmsen • Murphy • Sarawak Shell • Petronas Carigali • MLNG

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REGISTRATION FORM

	Early Bird Ends 1 Dec 2011	Normal	Savings
Technical Report Writing & Presentation Skills 16 th to 18 th Jan	SG\$ 1,999	SG\$ 2,199	SG\$ 100
Technical Report Writing only 17 th to 18 th Jan	SG\$ 1,699	SG\$ 1,899	SG\$200
Presentation Skills Only 16 th Jan	SG\$ 999	SG\$ 1299	SG\$300

ATTENDEE DETAILS

Name Job title

Tel Email

Name Job title

Tel Email

Name Job title

Tel Email

COMPANY DETAILS

Organisation name Industry

Address

Postcode Country

Tel Fax

PAYMENT METHODS

By Cheque/ Bank Draft: Make Payable to Asia Edge Pte. Ltd.

By Direct Transfer: Please quote AE1 with the remittance advise

Account Name: Asia Edge Pte. Ltd.

Bank Number: 508 Account Number: 762903-001Swift Code: OCBGSGSG

All bank charges to be borne by payer. Please ensure that Asia Edge Pte Ltd receive the full invoiced amount.

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance. I agree to Asia Edge Pte Ltd. payment terms

CANCELLATIONS & SUBSTITUTIONS

You may substitute delegates at any time. ASIA EDGE PTE LTD does not provide refunds for cancellations. For cancellations received in writing more than seven (7) days prior to the training course you will receive a 100% credit to be used at another ASIA EDGE PTE LTD training course for up to one year from the date of issuance. For cancellations received seven (7) days or less prior to an event (including day 7), no credits will be issued. In the event that ASIA EDGE PTE LTD cancels an event, delegate payments at the date of cancellation will be credited to a future ASIA EDGE PTE LTD event. This credit will be available for up to one year from the date of issuance. In the event that ASIA EDGE PTE LTD postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit

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