

# EFFECTIVE TECHNICAL REPORT WRITING SKILLS

## OVERVIEW

The program will be conducted in a highly interactive approach where participants will share thoughts and experience and also participate in writing workshops to practice the knowledge imparted in the session.

The training will be delivered using adult learning methodologies such as:

- Highly engaging two-way interaction
- Group discussion
- Group / Individual workshops
- Case studies
- Video presentation (where relevant)
- Group/ Individual Presentation.
- Reviewing previous work done by the participants
- every participant can share their report for review and improvement suggestions



**TRAINER:  
MS KALPANA**

## DATE TRAINING



**MONDAY & TUESDAY, 13 & 14 JANUARY 2025**



**8.30 A.M - 5.00 P.M**



**ENSEARCH TRAINING CENTRE, PETALING JAYA**



## TRAINING FEE

**ENSEARCH Member = RM800**

**Non Member = RM1000**

**Individual Membership + Training = RM1050**

**HRDC Claimable + Member = RM900**

**HRDC Claimable + Non Member = RM1000**

**HRDC Claimable + Individual Membership = RM1150**

**SPECIAL  
OFFER**

**2 PAX OR MORE  
SAME  
ORGANIZATION  
10% OFF!**

**PLEASE SCAN FOR  
REGISTRATION!!**



# TRAINER INFORMATION



*Ms. Kalpana* is currently a corporate coach with demonstrated competence and accomplishments in diverse industries: manufacturing, retail, service and insurance. She carries with her over 20 years of rich experience and has proven record in leading and transforming organization's operation and performance.

A strong practitioner of Strategic Thinking and Planning in all her current and previous roles, Ms. Kalpana has been a business coach since 2004; training numerous organizations on various areas such as Process and Quality Improvement Tools and Methodologies, Strategic Thinking And Planning, Business Analysis Skills, HR Practices, Performance Acceleration, Leadership Skills, Business Communication and Building Business Acumen. She is well experienced in transforming business and digitalizing businesses through developing e-marketplace, working together with team of developers. Her clientele varies from manufacturing organizations, banks, retail companies, universities, government linked companies and government agencies.

## TENTATIVE PROGRAMME

DAY 1		DAY 2	
8.30 a.m - 9.00 a.m	Registration	8.30 a.m - 9.00 a.m	Registration
9.00 a.m - 9.30 a.m	Ice Breaking and Expectation Management	9.00 a.m - 10.15 a.m	Module 5: Summary vs Body of Report : What is the difference?
9.30 a.m - 10.30 a.m	Module 1: Technical Report format overview.	10.15 a.m - 10.30 a.m	Morning Break
10.30 a.m - 10.50 a.m	Morning Break	10.30 a.m - 11.30 p.m	Module 6: Importance of conclusion and recommendation in a report.
10.50 a.m - 1.00 p.m	Module 2: Purpose of report and understanding audience's needs.	11.30 p.m - 1.00 p.m	Module 7: General rules of writing. ·Clear ·Concise ·Complete ·Correct
1.00 p.m - 2.00 p.m	Lunch Break	1.00 p.m - 2.00 p.m	Lunch Break
2.00 p.m - 3.00 p.m	Techniques to analyze and present data in a graphical method.	2.00 p.m - 2.30 p.m	Module 8
3.00 p.m - 4.00 pm	Report Presentation	2.30 p.m - 3.00 p.m	Module 9
4.00 p.m - 4.20 p.m	Evening Tea Break	3.00 p.m - 4.00 p.m	Module 10
4.30 p.m - 5.00 p.m	Report presentation Feedback Session.	4.00 p.m - 4.20 p.m	Evening Break
		4.20 p.m - 5.00 p.m	Program wrap-up

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