

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

DATE TRAINING



11TH & 12 TH DEC 2024



8.30 A.M - 5.00 P.M



**ENSEARCH TRAINING CENTRE,
PETALING JAYA**

JOIN US NOW !



+603-77709445



po-training@ensearch.org



www.ensearch.org



**SPECIAL
OFFER**

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

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



SCAN ME



Environmental Management & Research Association of Malaysia (ENSEARCH)
 (Reg: 70/84 WP)
 Lot 10-3, Petaling Utama Avenue, Jalan 1/50, Taman Petaling Utama, 46150 Petaling Jaya, Selangor
 Phone: 03- 7770 9445 WhatsApp : 011-26249445
 Website: www.ensearch.org
 Email: po-training@ensearch.org