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

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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 - 11.30 p.m	Module 6: Importance of conclusion and recommendation in a report.
10.30 a.m - 10.50 a.m	Morning Break	11.30 p.m - 1.00 p.m	
			Module 7: General rules of writing. ·Clear ·Concise ·Complete ·Correct
10.50 a.m - 1.00 p.m	Module 2: Purpose of report and understanding audience's needs.		
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
		3.00 p.m - 4.00 p.m	Module 10
4.00 p.m - 4.20 p.m	Evening Tea Break	4.00 p.m - 4.20 p.m	Evening Break
4.30 p.m - 5.00 p.m	Report presentation Feedback Session.	4.20 p.m - 5.00 p.m	Program wrap-up

LIMITED

SCAN ME

CONTACT US AT: www.ensearch.org po-training@ensearch.org