

# TECHNICAL REPORT WRITING and PRESENTATION SKILLS For Oil & Gas Professionals

6 - 8 May 2015 / Bandung, Indonesia

*“Complex writing and ineffective presentation skills result in a waste of time, lost contracts and alienated customers - in other words, a loss of money.”*

This course aims to develop the principles of technical writing that will give it a logical base – appealing to both the technical or non-technical reader. Our expert course leader will train writers to be efficient and logical in their use of words, ensuring that the purpose of each component is understood and achieved.

And finally, this course will teach you how to make business presentations with authority and assurance. How to clearly define the subject matter; how to inform and convince; and how to convey your message clearly and to the point.



## WHO SHOULD ATTEND

- Engineering professionals (e.g. project and design engineers)
- Technical Personnel
- Maintenance/Supervisory Managers
- Maintenance Planning Staff
- Project team members in: manufacturing, process industries, tendering, contracting, marketing, procurement, feasibility study, research & development, utilities, and local authorities.
- Technical managers

## ABOUT THE TRAINER



**Michael ('Mick') Crabtree**

Mick Crabtree has spent the last fourteen years running industrial workshops throughout the world in the fields of: Technical Writing and Communications and other technical trainings.

During this period he has led more than 5000 engineers, technicians and scientists throughout the world ranging from as far afield as, Angola, Alaska, Australia, Azerbaijan, Bolivia, Canada, Europe, Indonesia, Malaysia, Namibia, New Zealand, Nigeria, South Africa the Middle East, the UK, the USA, Trinidad, and Venezuela.

He started his career as an apprentice with the Royal Air Force and was later seconded to the Ministry of Defence as a technical writer. He emigrated to South Africa in 1966 where he worked for a local manufacturing and systems integration company. Later, as editor and managing editor of a leading monthly engineering Journal, Mick wrote and published hundreds of articles as well as eight technical resource handbooks. He subsequently founded his own PR and advertising company and was retained by a number of leading companies including: Honeywell, Fisher-Rosemount, Krohne, Milltronics and AEG.

Mick holds a Master of Science degree from the University of Huddersfield and has received excellent reviews and positive feedback for all his courses. His down-to-earth, practical, and entertaining approach makes him a sought-after speaker and lecturer in a wide variety of disciplines.

FEE	1 PAX	3 PAX or more
Technical Report Writing & Business Presentation (3 Days)	US\$ 2295	US\$ 2095
Technical Report Writing (2 Days)	US\$ 1895	US\$ 1695
Business Presentation (1 Day)	US\$ 1095	US\$ 895
<b>Early bird discount : Pay Online with Credit Card by 10<sup>th</sup> April 2015 to SAVE USD 200.00 per person</b>		



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## COURSE OBJECTIVES

On successful completion you'll be able to:

- Understand the types and purposes of technical reports
- Write realistic specifications
- Organise reports and plan the sections and subsections you need.
- Fully understand the steps in writing a report
- Write clear and concise formal reports, equipment manuals and other technical documentation
- Understand the principles of clear and concise writing
- Develop effective communication with technical as well as non-technical staff at all levels – matching your content to your readers' knowledge.
- Keep information specific rather than general.
- Brainstorm and identify technical problems and solutions
- Collect, organise, analyse and evaluate information
- Appreciate the use of active verbs rather than passive verbs.
- Edit wordy phrases – using simple words rather than complex ones
- Keep technical terms to a minimum – avoiding jargon, acronyms and abbreviations
- Use examples and illustrations.
- Transfer technical information into graphs, flowcharts and tables.
- Use good layout to draw attention to key technical information.
- Learn how to deliver a two-minute impromptu talk.
- Translate technical documents into compelling oral presentations.
- Respond effectively to questions and objections from your audience.
- Make effective use of visual aids like PowerPoint and flipcharts.

## TRAINING METHODOLOGY

Designed for all levels of management, this workshop provides a practical hands-on approach to technical report writing. Throughout the workshop, participants will learn through active participation using exercises, questionnaires and practical case studies covering:

- Determining terms of reference and writing an introduction
- Brainstorming
- Applying the four-stage reading process, group discussion on conclusion and recommendations
- Investigating faulty construction methods.
  1. research design faults and problem areas.
  2. make observations/findings, mind map and write a rough draft.
- Interpreting graphic material, graphic presentation
- Editing the specification
- Creating a specification template
- Writing the specification.
- Delivery of a five minute presentation (each delegate delivers a presentation on a particular aspect of the technical report).

## COURSE SCHEDULE

### DAY 1

#### Introduction

- Fundamentals
- Goals
- Types of report (Formal Report, Technical Memo, Technical Proposals, Equipment or Maintenance Manuals, Journal Articles)
- Category of reader (skilled, decision-maker, technical, operator, general non-specialists)

#### Compiling the report

- Establishing a framework
- Terms of reference (subject matter, purpose, reader identification)

#### Report structure

- Introduction
- Findings
- Observations
- Discussions
- Conclusion
- Recommendations
- Executive summary

#### Elements of Technical Writing

- Factual versus opinion
- Logical flow of writing
- Results of research
- Case Study: Developing awareness of fact and opinion and substantiating opinions with facts
- Practical Session: Determining terms of reference and writing an introduction

#### Development process

- Preparing to write
- Research (interviewing, listening, note taking, reading)
- Organising the report
- Development methods (general to specific, specific to general, chronological, sequential, cause and effect, comparison, spatial)

- Overview of conclusion/ recommendations section
- Practical Session

### DAY 2

#### Report outline

- Mind mapping
- Outline formats (academic and engineering outline styles)
- Rough draft
- Revising the report
- Activate the writing (correct grammar, language, expressions and units of measures)
- Simplify the writing (word/sentence/ paragraph lengths, fog index)
- Practical Session: Investigating faulty construction methods.

#### Report appearance

- White space
- Headings/sub-headings
- Colour
- Illustrations
- Graphic material
- Practical Session: graphic presentation

#### Checking the specification

- Functional language correctness
- Theory
- Prototypes
- Realistic specifications
- Compliance test and evaluation criteria
- Practical Session: Editing the specification

#### Types of specifications

- Government specifications and standards
- Industry standards
- specifications for complex goods and services

- Performance specifications
- Design specifications
- Practical Session: Creating a specification template

#### Writing the specification

- Time and cost framework
- collaboration with other purchasers
- using consultants and specialists
- liaison with industry
- specific and non-specific requirements
- tiering of specifications
- reviewing specifications
- constructive changes
- errors in specifications
- conflicting requirements
- Practical Session: Writing the specification

### DAY 3

#### Oral presentation

- Preparation
- Using the report as guideline
- Formulating the central message
- Arranging the ideas, facts and supportive arguments
- Making a positive impact (appearance, gestures, eye contact, body language, style of speaking)
- Effective use of visual aids (types of visual aid equipment, using the equipment correctly)
- Maximising delivery (fielding questions, managing answers, handling difficult situations, short talk guidelines, impromptu sessions)
- Practical Session: Delivery of a ten minutes presentation (each delegate delivers a presentation on a particular aspect of the technical report)