# COURSE OVERVIEW SS0322
# Technical Report & Presentation Skills

**Course Title**
Technical Report & Presentation Skills

**Course Date/Venue**
May 12-16, 2024/Oryx Meeting Room, Doubletree by Hilton Doha-Al Sadd, Doha, Qatar

**Course Reference**
SS0322

**Course Duration/Credits**
Five days/3.0 CEUs/30 PDHs

**Course Description**



*This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using "MS Office" applications.*

Reports and presentations play a critical role in the lives of a professional people as they are links between writer/presenter, colleagues and clients world-wide. Writing, reading and especially presenting reports occupies a considerable proportion of working time, particularly for senior staff. Yet many professionals lack confidence in these skills and feel that their professional credibility suffers because their reports and presentations are not a fair reflection of their expertise.

The course focuses on writing of professional reports and doing professional presentations. Research has indicated that people often rate their peers on the quality of their reports and the way they talk. Therefore, if you sound intelligent or put intelligent thoughts onto paper, the perception is created that you are indeed intelligent and that is something we all need.

During this course, report preparation from the earliest stages of identifying the reader and the objectives to the effective presentation of the complete document will be analyzed in depth. Furthermore, due to the practical nature of this course, delegates will be given the opportunity to actually write and present these reports in class for scrutiny by participants in class and a facilitator skilled in communication.

Technical writing in terms of style and grammar will be analyzed in depth to provide delegates with the opportunity to assess their own and their company's policy for the revision and checking of documents before they are issued. Methods of structuring report material are suggested and practiced, and exercises completed at the end of the each day is reviewed by the facilitator and discussed in detail on the next day.

All forms of technical reports will be discussed and delegates will be lead on how to communicate effectively with peers, subordinates, clients and suppliers. Each delegate will have at least two opportunities to present in front of a live audience (the class) and obtain feedback on the presentation itself, the impact they have, their body language and use of voice and other presentation techniques.

Our experience with a course of this nature is that people who are average at report writing and presentation skills become good, and those who are good to start off with, end up as superior report writers and presenters.

Overall, it is an in depth, stressed yet fun filled experience over a period of 5 days on which delegate will be handled professionally to allow them to grow and excel during the course.

## Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Write technical report and handle presentation in a professional manner
- Write and turn-around accurate technical documents quickly to meet deadlines and productivity goals
- Understand how to fill and minute of meeting and how to properly structure all points discussed during a meeting
- Understand how technical reports should be structured by applying a systematic approach to the writing task, involving planning, drafting, revision and production
- Use clear and 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 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
- Handle questions, interruptions, and objections with confidence
- Create professional stand-up presentations with less trepidation
- Employ proper audience analysis
- Write and speak clearly and unambiguously as well as check the weak points of everything they write and say
- Illustrate structure data to achieve maximum impact

- Revise and thoroughly check the documents and verbal communication
- Write letters, reports, memoranda and present these effectively to create maximum impact with the receivers of their communication
- Increase self-confidence as far as writing and presentations are concerned

## Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**®). The **H-STK**® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

## Who Should Attend

The course covers systematic techniques and methodologies on report writing and presentation designed to enhance the competence of both technical and non-technical personnel such as managers, superintendents, engineers, heads of departments, team leaders and unit supervisors. Further, the course will be essential for senior and middle management staff who need to acquire the prerequisite know-how in the theory and application of report writing and presentation.

## Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20%  Lectures
80%  Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

## Course Fee

**US$ 6,500** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

## Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

## Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

-  The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

-  British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Andrew Ladwig** is a **Senior Management Consultant** with over **25 years** of extensive experience in the areas of Total Quality Management (**TQM**), **Report Writing & Presentation** Skills, **Office Management & Administration** Skills, **People** Management, **Human Resource** Management, **Performance** Management, **Statistical Quality Control**, **Artificial Intelligence**, **Supply Chain** Management, **Pricing Strategy & Tactics**, **Technical** Management, **Crisis** Management, **Change** Management, **Productivity & Efficiency** Improvements, **Time** Management, **Project** Management, **Project Planning**, **Strategic** Management, **Production** Management, **Team Leaders** Development, **Leadership** Skills, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Business Performance** Management & Improvement, **Business Development**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Innovation & Creativity**, Controlling Your **Time & Managing Stress**, Strategic **Human Resources** Management, **Negotiation** Skills, **Strategic Planning**, Efficient **Administration** Skills, **Coaching & Mentoring**, **Presentation** Skills, **Communication & Interpersonal** Skills, **Problem Solving & Decision-Making** Skills, **Negotiation** Skills, Effective **Storekeeping**, **Logistics & Procurement**, **Stock** Management, **Warehouse Store & Inventory** Control, General **Warehouse** Management, **Stores & Material Stock Control** Management, **Toolkit** Management, **Inventory** Management, **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Social & Environmental Projects**. Further, his specialization also covers **Risk** Analysis & Risk Management, **Job Analysis** Techniques, Root Cause Analysis (**RCA**), RCA Study, **Dangerous Goods**, **Production Optimization**, Permit to Work (**PTW**), Project Engineering, Data Analysis, **HAZOP** Study, Sampling & Analysis, **Hazardous Material** Classification & Storage/Disposal, **Risk** Monitoring, **Gas Testing** & Energy Isolations, Fire & Gas, First Aid and Occupational Health & Safety.

During his career life, Mr. Ladwig has gained his practical experience through his various significant positions and dedication as the **Warehouse Manager**, **Quality Manager**, **Business Analyst**, **Process Engineer**, **HSE Supervisor**, **Senior Process Controller**, **Process Controller**, **Safety Officer**, **Senior Lecturer** and **Senior Consultant/Trainer** for various companies such as the Sasol Ltd., Sasol Wax, Sasol Synfuels, just to name a few.

Mr. Ladwig is a **Registered SAQA Qualification** (**NQF Level 4**) in **Chemical Operations**, a **Certified Multi-Skilled** in **Instrumentation** and **Mechanical Engineering**, a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and has delivered various trainings, workshops, seminars, courses and conferences internationally.

## Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1:**          **Sunday**, **12ᵗʰ of May 2024**

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|---|---|
| 0730 – 0800 | *Registration & Coffee* |
| 0800 – 0815 | *Welcome & Introduction* |
| 0815 – 0830 | **PRE-TEST** |
| 0830 – 0900 | **The Power of Business Communication** |
| 0900 – 0930 | **Examples of Proper Reports & Presentations** |
| 0930 – 0945 | *Break* |
| 0945 – 1045 | **Plan of Action for Report Writing** <br> *Structuring the Report* ● *Format and Layout* |
| 1045 – 1145 | **Understand the Type of Technical Report You are Writing** <br> *Simple Technical Information Report* ● *Technical Specifications* ● *Technical Evaluation Reports* ● *Technical Recommendation Reports* ● *Technical Manuals and Instructions* ● *Exercise and Discussion* |
| 1145 – 1230 | **Write Down Your Specific Aim with the Reports You are Going to Write** |
| 1230 – 1245 | *Break* |
| 1245 – 1330 | **Plan the Sections & Subsections You Need** |
| 1330 – 1400 | **Using Headings Effectively** <br> *Exercise and Discussion* |
| 1400 – 1420 | **Setting the Stage for Round 1 of Stand-Up Presentations** |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day One* |

**Day 2:**          **Monday, 13ᵗʰ of May 2024**

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|---|---|
| 0730 – 0800 | **Review Home Work for Day One** |
| 0800 – 0845 | **Report Background, Introduction or Methodology** <br> *Exercise and Discussion* |
| 0845 – 0930 | **Write Your Headings Using Strong Verbs & Specific Nouns** |
| 0930 – 0945 | *Break* |
| 0945 – 1045 | **Match Your Content to Your Readers' Knowledge** <br> *Exercise and Discussion* |
| 1045 – 1145 | **Keep Information Specific Rather than General** <br> *Exercise and Discussion* |
| 1145 – 1230 | **Write in Plain English/ Use Simple Words Rather than Complex Ones/ Avoid Jargon, Especially Acronyms & Abbreviations, Non-Words Abstract Words & Phrases** <br> *Exercise and Discussion* |
| 1230 – 1245 | *Break* |
| 1245 – 1330 | **Use of Examples & Illustrations** |
| 1330 – 1400 | **Use of Diagrams, Flowcharts & Graphs** |
| 1400 – 1420 | **Use Good Layout to Draw Attention to Key Technical Information/ Test Your Document with the Intended Readers** |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Two* |

**Day 3:**          **Tuesday, 14th of May 2024**

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|---|---|
| 0730 – 0800 | *Review Home Work for Day Two* |
| 0800 – 0845 | *Round 1 of Presentations* |
| 0845 – 0930 | *Review & Discussion* |
| 0930 – 0945 | *Break* |
| 0945 – 1045 | *Theory Behind & Practical Inputs for Effective Presentations* |
| 1045 – 1230 | *Practical Inputs for Effective Presentations* |
| 1230 – 1245 | *Break* |
| 1245 – 1330 | *Producing Technical Report 1 for Evaluation Purposes* |
| 1330 – 1420 | *Discussion* |
| 1420 – 1430 | *Recap* |
| 1430 | *Lunch and End of Day Three* |

**Day 4:**          **Wednesday, 15th of May 2024**

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|---|---|
| 0730 – 0800 | *Review Home Work for Day Three* |
| 0800 – 0845 | *Evaluating Technical Reports*<br>*Exercise and Discussion* |
| 0845 – 0930 | *Producing Technical Report 2* |
| 0930 – 0945 | *Break* |
| 0945 – 1030 | *Evaluating Technical Reports* |
| 1030 – 1045 | *Preparing for Round 2 Presentations* |
| 1045 – 1230 | *Round 2 Presentations* |
| 1230 – 1245 | *Break* |
| 1245 – 1330 | *Use Recommended Editing Software for Reports & Presentations* |
| 1330 – 1420 | *Round 2 Presentations* |
| 1420 – 1430 | *Recap* |
| 1430 | *Lunch and End of Day Four* |

**Day 5:**          **Thursday, 16th of May 2024**

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|---|---|
| 0730 – 0800 | *Review Day 4* |
| 0800 – 0900 | *Round 2 Presentations Finalization & Final Feedback*<br>*Exercise and Discussion* |
| 0900 – 0915 | *Break* |
| 0915 – 1030 | *Round 2 Presentations Finalization & Final Feedback (cont'd)*<br>*Exercise and Discussion* |
| 1030 – 1200 | *Discussion of All Outstanding Issues* |
| 1200 – 1215 | *Break* |
| 1215 – 1330 | *Discussion of All Outstanding Issues (cont'd)* |
| 1330 – 1345 | *Test Preparation* |
| 1345 – 1400 | *Course Conclusion* |
| 1400 – 1415 | *POST-TEST* |
| 1415 – 1430 | *Presentation of Course Certificates* |
| 1430 | *Lunch & End of Course* |

## Practical Sessions

Practical sessions will be arranged for all participants throughout the course using "MS Office applications".



## Course Coordinator

Jaryl Castillo, Tel: +974 4423 1327, Email: jaryl@haward.org