COURSE OVERVIEW GE0560
Preparing Technical Reports for Engineers and Technicians

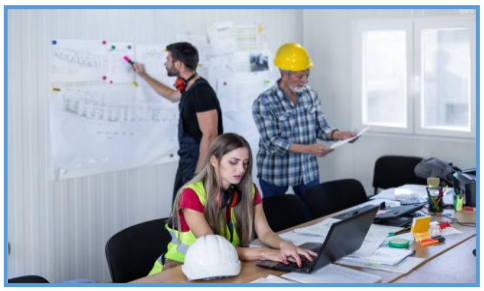
Course Title
Preparing Technical Reports for Engineers and Technicians

Course Date/Venue
Feb 08-12, 2026/Crowne Meeting Room, Crowne Plaza Al Khobar, an IHG Hotel, Al Khobar, KSA

Course Reference
GE0560

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.

This course is designed to give you step by step guidance to writing Engineering and Technical documents, especially technical specifications, in a professional manner, working within a cost and time framework. It will also demonstrate techniques to establishing more effective communication between technical and non-technical staff and faster skills relating to problem identification and solutions, plus enhancing skills in information seeking, research and organising collected information.

The course will provide hands-on practical sessions using **MS Office applications**. Please refer to the last page of this course overview for details.

Course Objectives

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

- Systematically design and write accurate and comprehensive engineering and technical specifications including design specifications, bill of materials and technical proposals
- Write realistic specifications, thereby improving project management and performance
- Write clear and concise formal reports, equipment manuals and other technical documentation
- Develop effective communication with technical as well as non-technical staff at all levels (from top management within the organization to the end user in the home environment)
- Brainstorm and identify technical problems and solutions
- Collect, organize, analyze and evaluate information
- Transfer technical information into powerful graphs, flowcharts and tables
- Translate technical documents into captivating oral presentations

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

This course is intended for those who need to communicate results, write reports, compose technical documents or write specifications. It is equally suitable for the recently graduated engineers as well as for the more experienced supervisors. Engineers, scientists, IT/computer personnel, people in R&D and other technical areas, clients, contractors, sub-contractors as well as business professionals at all levels will find this course useful.

Course Fee

US$ 5,500 per Delegate + **VAT**. 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

Haward's certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

- 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.

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:

Dr. Sayed Shaaban, PhD, MSc, BSc, is a **Senior Mechanical Engineer** with over 30 years of integrated **industrial experience** as a consultant and academic experience as a University Professor. His wide expertise includes **Machinery Vibrations Analysis**, **Maintenance & Reliability Management**, **Machinery Failure Analysis & Prevention**, Computerized Maintenance Management Systems (**CMMS**), Root Cause Failure Analysis (**RCFA**), **Preventive Maintenance**, **Predictive Maintenance**, **Total Productive Maintenance**, **Industrial Hydraulics**, **Mechanical Troubleshooting Maintenance**, **Pumps**, **Compressors**, **Bearings**, **Lubrication** and **Mechanical Shaft Alignment**. Furthermore, he is also an expert in assets inspection & management, measurements & instrumentations, maintenance planning & scheduling, transportation planning & management, inspection & assessment of laboratory testing equipments, utility trucks, heavy equipment, diesel engines and technical report writing.

During his career life, Dr. Shaaban has gained his practical and field experience through his various significant positions and dedication as the **Head of Automotive and Tractors Engineering Department**, **Project Manager**, **Technical Consultant**, **Team Leader** and **Material Testing Engineer** for international companies, universities, colleges, institutes and research centers like the British Council, James Watt College of Scotland, Helwan University, Technical Research Center, Al Handasia Manufacturing Co., GIAD Manufacturing Co. and the Egyptian Standards Authority.

Dr. Shaaban has **PhD** degree in **Mechanical Engineering** from the **Ecole Centrale** (**France**) and has **Master's** and **Bachelor's** degree in **Mechanical Engineering**. Furthermore, he is an **author** of more than **40 technical books** along ten years of his work as a Technical Curricula Specialist in the Middle East and he has published **26 research papers** in local and international scientific journals and conferences.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

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

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, 08th of February 2026***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction to Technical Writing*** *What is Technical Writing? What Makes it Unique? ● Objectives of Technical Writing (ABC's of Writing) ● Categories of Readers ● Expressing versus Impressing*
0930 – 0945	*Break*
0945 – 1100	***Development Process*** *Preparing to Write ● Organizing the Writing ● Choice of Vocabulary*
1100 – 1230	***The Elements of Technical Writing*** *The Elements of Technical Writing ● Technical Definitions ● Technical Descriptions ● Technical Instructions*
1230 – 1245	*Break*
1245 – 1330	***Formats of Technical Writing*** *Technical Formal Report ● Technical Memo Report*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Monday, 09th of February 2026***

0730 – 0930	***Technical Proposal/Contracts***
0930 – 0945	*Break*
0945 – 1100	***Technical Proposal/Contracts (cont'd)***
1100 – 1230	***Technical Proposal/Contracts (cont'd)***
1230 – 1245	*Break*
1245 – 1330	***Technical Manuals*** *Operations/User*
1330 – 1420	***Technical Manuals (cont'd)*** *Maintenance*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3: ***Tuesday, 10th of February 2026***

0730 – 0930	***Bill of Materials/Quantities***
0930 – 0945	*Break*
0945 – 1100	***Bill of Materials/Quantities (cont'd)***
1100 – 1230	***Bill of Materials/Quantities (cont'd)***
1230 – 1245	*Break*
1245 – 1420	***Engineering & Technical Specifications*** *Flow Chart of the Design Process*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4:	***Wednesday, 11th of February 2026***
0730 – 0830	***Engineering & Technical Specifications (cont'd)*** *Understanding the Problem and the Development of Engineering Specifications*
0830 – 0930	***Engineering & Technical Specifications (cont'd)*** *Background Information on QFD ● Creeping Specifications*
0930 – 0945	*Break*
0945 – 1100	***Engineering & Technical Specifications (cont'd)*** *Why have Design Specifications*
1100 – 1230	***Engineering & Technical Specifications (cont'd)*** *Applying the QFD Method*
1230 – 1245	*Break*
1245 – 1420	***Engineering & Technical Specifications (cont'd)*** *Further Comments on QFD ● Quality Control*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5:	***Thursday, 12th of February 2026***
0730 – 0930	***Specification Writing Process*** *Introduction ● Fundamentals of Specification Writing ● Planning to Write the Specification ● Preparing the Specification ● Specification Database ● Structure of Technical Specifications*
0930 – 0945	*Break*
0945 – 1100	***Specification Writing Process (cont'd)*** *Specifications and Contracts ● Types of specifications ● Writing the Specification ● Do's and Don'ts of Specification Writing ● Specification Checklist*
1100 – 1230	***Final Presentation*** *Document Appearance ● Transferring Information from Notes to Graphic/Graphic to Notes ● Reference Techniques*
1230 – 1245	*Break*
1245 – 1345	***Oral Presentation of Technical Documents*** *What is Communication? ● Motivation and Attention ● Preparing your Presentation ● Make a Positive Impact ● Use Presentation Aids Effectively Maximizing Delivery*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Hands-on Practical Sessions

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

Course Coordinator

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