

**COURSE OVERVIEW GE0540-4D**  
**Technical Report Writing**

**Course Title**

Technical Report Writing

**Course Date/Venue**

January 29-February 01, 2024/Oryx Meeting Room, Double Tree by Hilton, Doha, Qatar

**Course Reference**

GE0540-4D

**Course Duration/Credits**

Four days/2.4 CEUs/24 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 play an important part in the life of a professional engineer: they are a link between writer, colleagues and clients world-wide. Writing, reading and using reports occupies a considerable proportion of working time, particularly for senior staff. Yet many engineers lack confidence in their report writing skills, and feel that their professional credibility suffers because their reports are not a fair reflection of their expertise.



This course analyses report preparation from the earliest stages of identifying the reader and the objectives to the effective presentation of the complete document. It is a highly practical course, giving delegates the opportunity to analyze technical writing in terms of style and grammar, and 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 an exercise completed at the end of each day is reviewed by the tutor and discussed in detail on the next day.

Summaries are increasingly important: they make an initial impact, particularly on senior management, and may be used by readers who will never need the full report. The course includes discussion of summary writing and the opportunity to put ideas into practice. Although the course is primarily concerned with reports, delegates often ask for advice about other forms of technical documentation, such as correspondence, specifications and procedures; the tutor is happy to discuss such needs, within the group if it is appropriate or individually.

### Course Objectives

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

- Write and prepare technical reports in a professional manner
- Identify the readership and the report objectives
- Write clearly and unambiguously as well as check the weak points of each letter writing
- Structure data to achieve maximum impact
- Revise and thoroughly check the document
- Write a letter and present report effectively, thus achieving reader goodwill

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard 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 is specifically 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 technical report writing.

### 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 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:-

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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 **2.4 CEUs** (Continuing Education Units) or **2.4 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.

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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 Fee

**US\$ 5,000** 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 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. John Petrus, PhD, MSc, BSc, is a Senior Engineer with over 30 years of onshore & offshore experience within the Oil & Gas, Refinery and Petroleum industries. His wide experience covers in the areas of Data Analysis Techniques, Technical Report Writing, Design Engineering, Detailed Engineering Drawings, Piping & Process Equipment, Basis of Engineering & Design Data (BEDD), FEED & Basic Engineering, Pressure Design of Piping, Piping & Pipeline Codes, Piping & Instrumentation Diagrams (P&ID), P&ID Reading, Engineering Drawings, Codes & Standards, Interpretation & Developing, Drawing Interpretation, Piping System, Water Movement, Water Filtering, Mud Pumping, Sludge Treatment and Drying, Certified Environmental Manager (CEM), Advanced Analytics in Oil & Gas, Business Intelligence Data Analytics, Audit Analytics & Computer-Assisted Audit Techniques (CAATs), Basic Database Concepts & Data Formats, Data Analysis Cycle & Best Practices, Data Importing & Integrity Verification, Advanced Analytics Tools in Auditing, Leveraging AI & Machine Learning in Audits, Data Mining Techniques for Auditors, Data Analytics for Managerial Decision Making, Business Process Analysis, Mapping & Modeling, Research Methods & Analysis, Statistical Data Needs Analysis, Oil & Gas Industry Business Environment & Competitive Intelligence Gathering & Analysis, Petroleum Economics & Risk Analysis, Certified Data Analysis, Risk Management & SWIFT Analysis, Best Practices Management System (BPMS), GIS System Management, Database Management, Strategic Planning, Best Practices and Workflow, Quality Management, Project Management and Risk Assessment & Uncertainty Evaluation. Further, he is also well-versed in seismic interpretation, mapping & reservoir modelling tools like Petrel software, LandMark, Seisworks, Geoframe, Zmap and has extensive knowledge in MSDos, Unix, AutoCAD, MAP, Overlay, Quicksurf, 3DStudio, Esri ArcGIS, Visual Lisp, Fortran-77 and Clipper. Moreover, he is a world expert in analysis and modelling of fractured prospects and reservoirs and a specialist and developer of fracture modelling software tools such as FPDM, FMX and DMX Protocols.**

During his career life, Dr. Petrus held significant positions and dedication as the **Executive Director, Senior Geoscience Advisor, Exploration Manager, Project Manager, Manager, Chief Geologist, Chief of Exploration, Chief of Geoscience, Senior Geosciences Engineer, Senior Explorationist, Senior Geologist, Geologist, Senior Geoscientist, Geomodeller, Geoscientist, CPR Editor, Resources Auditor, Project Leader, Technical Leader, Team Leader, Scientific Researcher and Senior Instructor/Trainer** from various international companies and universities such as the Dragon Oil Holding Plc., ENOC, MENA, ENI Group of Companies, Ocre Geoscience Services (OGS), Burren RPL, Ministry of Oil-Iraq, Eni Corporate University, Stanford University, European Universities, European Research Institutes, NorskHydro Oil Company, Oil E&P Companies, just to name a few.

Dr. Petrus has a **PhD in Geology and Tectonophysics and Master and Bachelor degrees in Earth Sciences from the Utrecht University, The Netherlands.** Further, he is a **Certified Instructor/Trainer, a Certified Trainer/Assessor/Internal Verifier by the Institute of Leadership & Management (ILM), a Secretary and Treasurer of Board of Directors of Multicultural Centre, Association Steunfonds SSH/SSR and Founding Member of Sfera Association.** He has further published several scientific publications, journals, research papers and books and delivered numerous trainings, workshops, courses, seminars 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: Monday, 29<sup>th</sup> of January 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0900	<b>Introduction to Communication</b>
0900 – 0930	<b>Style &amp; Usage in Reports (Exercise &amp; Discussion)</b> Revision and Checking
0930 – 0945	Break
0945 – 1100	<b>Plan of Action for Report Writing</b> Structuring the Report • Format and Layout
1100 – 1200	<b>Understand the Type of Technical Report you are Writing</b> Simple Technical Information Report • Technical Specifications • Technical Evaluation Reports • Technical Recommendation Reports • Technical Manuals and Instructions • Exercise and Discussion
1200 – 1215	Break
1215 – 1420	<b>Write Down Your Specific Aim</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One

**Day 2: Tuesday, 30<sup>th</sup> of January 2024**

0730 – 0800	Review Home Work for Day One
0800 – 0930	<b>Plan the Sections &amp; Subsections You Need</b>
0930 – 0945	Break
0945 – 1030	<b>Using Headings Effectively</b>
1030 – 1130	<b>Avoid Starting with Background, Introduction or Methodology</b> Exercise and Discussion
1130 - 1200	<b>Write Your Headings Using Strong Verbs &amp; Specific Nouns</b>
1200 – 1215	Break
1215 – 1315	<b>Match Your Content to Your Readers' Knowledge</b> Exercise and Discussion
1315 – 1420	<b>Keep Information Specific Rather than General</b> Exercise and Discussion
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3: Wednesday, 31<sup>st</sup> of January 2024**

0730 – 0800	Review Home Work for Day Two
0800 – 0930	<b>Write in Plain English</b> Exercise and Discussion
0930 – 0945	Break
0945 – 1030	<b>Use Active Verbs Rather than Passive Verbs</b>
1030 – 1100	<b>Keep Your Average Sentence Between 10 to 20 Words</b>
1100 - 1130	<b>Edit Wordy Phrases</b>
1130 - 1200	<b>Use Simple Words Rather than Complex Ones</b> Exercise and Discussion



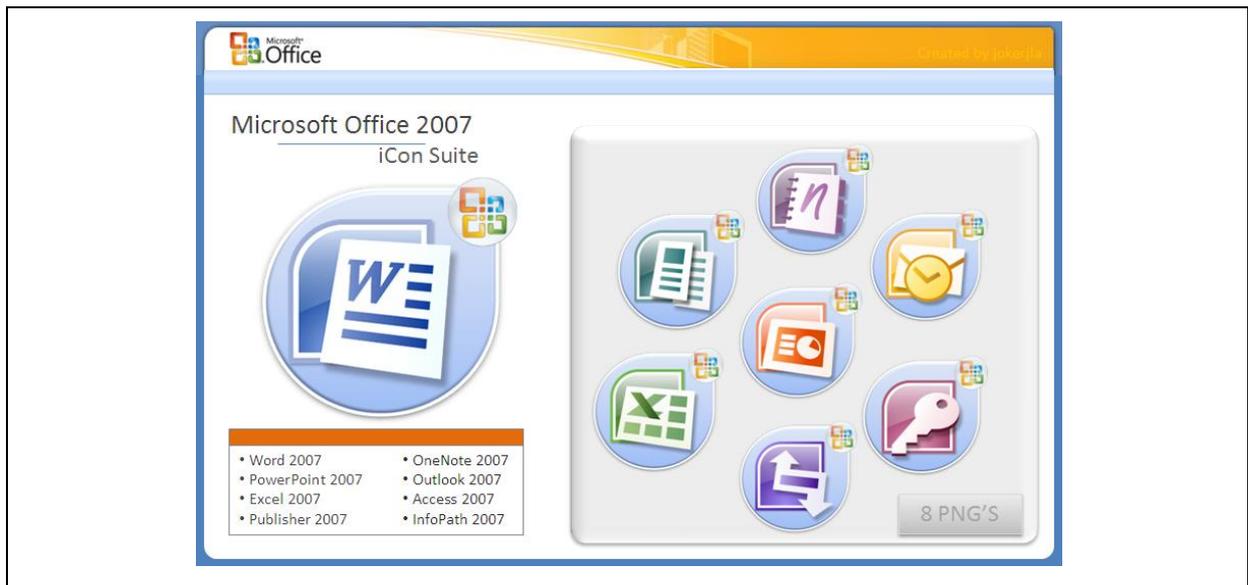
1200 – 1215	<i>Break</i>
1215 – 1315	<i>Avoid Jargon, Especially Acronyms and Abbreviations • Non-Words • Abstract Words and Phrases</i>
1315 – 1420	<i>Keep Technical Terms to a Minimum</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch &amp; End of Day Three</i>

**Day 4: Thursday, 01<sup>st</sup> of February 2024**

0730 – 0800	<i>Review Home Work for Day Three</i>
0800 – 0930	<i>Use Examples &amp; Illustrations</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Use Diagrams, Flowcharts &amp; Graphs</i>
1030 – 1130	<i>Use Good Layout to Draw Attention to Key Technical Information</i>
1130 - 1200	<i>Test Your Document with the Intended Readers</i>
1200 – 1215	<i>Break</i>
1215 – 1345	<i>Use Recommended Editing Software to Help You</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Hands-on Practical Sessions**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Office” application.



**Course Coordinator**

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