1. Course Details:

Course Code : PMIM-007
Course Title : Technical Reports for Projects with Security and Safety
Course Duration : 5 Days

2. Course Overview:

- An effective report can move people towards taking a desired course of action. Moreover, the quality of a report can influences how its subject matter is perceived by the reader. In this course, will describe the different types of reports. Will learn to write for our specific audience with a tangible sense of purpose. Finally, we will discover a logical approach towards developing visual aids to support our representation of the facts, conclusions and recommendations that comprise the report.
- Training course will ensure delegates understand the key factors that make a good report utilizing the criteria of good technical report writing that meets the purpose, scope and objectives. Delegates will learn the process of best practice of technical report writing, including the various types of technical reports and how to prepare and write each of these different report types.

3. Learning Outcomes:

- Apply existing knowledge and experience to produce an effectual technical report that is easy to understand as well as meeting the scope and report objectives
- Understand the various factors that are key to writing good technical reports
- Gather the relevant technical information, research data and evidence for evaluation and preparing the technical report findings, conclusions and recommendations
- Understand key points of a good technical report when setting out positional status, problem solving, and technical proposals
- Critically review technical report layouts, structural formats and information content to ensure successful technical reports
- Learn lessons to continually improve technical report writing skills

4. Course Contents:

The report writing process

- Report writing overview
- 5 easy steps to report writing
- Understanding your audience

- Articulating intended purpose
- Planning content and style
- Employing essential writing building blocks
- Business writing: express or impress?

Technical Reporting Issues:

- Types and Purpose of Technical Reports
- Who Is the Audience?
- who will read the report?
- Researching, Gathering and Verifying Information and Data
- Planning and Designing Technical Reports
- Selecting Visual Illustrations and Graphics
- Report Writing Case Study

Reporting structure:

- Arranging different sections of a report
- Writing captivating introductions
- Conducting research and analysis
- Delivering evidence-backed findings
- Tools and methodologies for deriving recommendations
- Bringing it all together: a cohesive and coherent report

Writing the Technical Report:

- Writing Technical Report
- Proofreading and Improving the Report Format/Style
- Circulating the Draft Report for Comments/Approval
- Reviewing Comments and Issuing the Final Report
- Exercise: Preparing a PowerPoint Presentation of Your Report

Report Types and Templates:

- Recognizing different reporting structures:
- Matching reports to situations
- 6 reporting types

Reports That Win:

- Elements of winning reports
- Using writing tone effectively
- Applying scientific tools and methodologies
- Mastering the 'so what?'
- Building rapport
- Mastering editing techniques

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Engineers
- Safety officers
- Technicians, Accountants, Managers
- All those who want to be able to produce and critically review professional and effective written technical reports