

# Writing Technical Reports

Highly competent technical people such as engineers, IT personnel, scientists, researchers, investigators, engineers and technicians can be required to write reports to clients or management on projects or body of work. It is a challenge to:

- identify the right information to help the reader make their decisions
- package the report in a readable, professional and understandable format for the reader who may be non-technical.

This program coaches participants in using best-practice techniques to create clear and accurate technical reports.

## **Duration**

- One-day face-to-face or
- 2x 3.5 hours live virtual training

## **Audience**

This program is suited for technical people who prepare technical reports on their work for clients and internal stakeholders.

This technical report writing training will be tailor-designed for teams and groups of colleagues. The program is tailored to the level of the participants and the types of technical reports they write.

## **Outcomes**

Learn how to:

- Understand what the client or stakeholder needs from the report
- Sequence the information in a logical flow
- Compose tight and easy to read sentences which highlight the main points for the reader
- Eliminate up to a third of unneeded words
- Present and interpret statistics in a useful form for the reader
- Edit the document prior to submission for content, readability and grammatical correctness.

## **Technical Report Writing training - using your documents**

Where relevant, we will use your organisation's internal formats, templates and style guide.

We will also use anonymised examples of participants' technical reports in the workshop. With this material the facilitator:

- Assesses their writing ability
- Gains a thorough understanding of the written work they prepare
- Extracts examples for use as training material within the program.

Ask us how we apply this to your organisation.

We deliver our tailored business writing courses across Australia and abroad.

## **Request a quote**

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au) or start a 'chat' on our website [icml.com.au/](http://icml.com.au/).