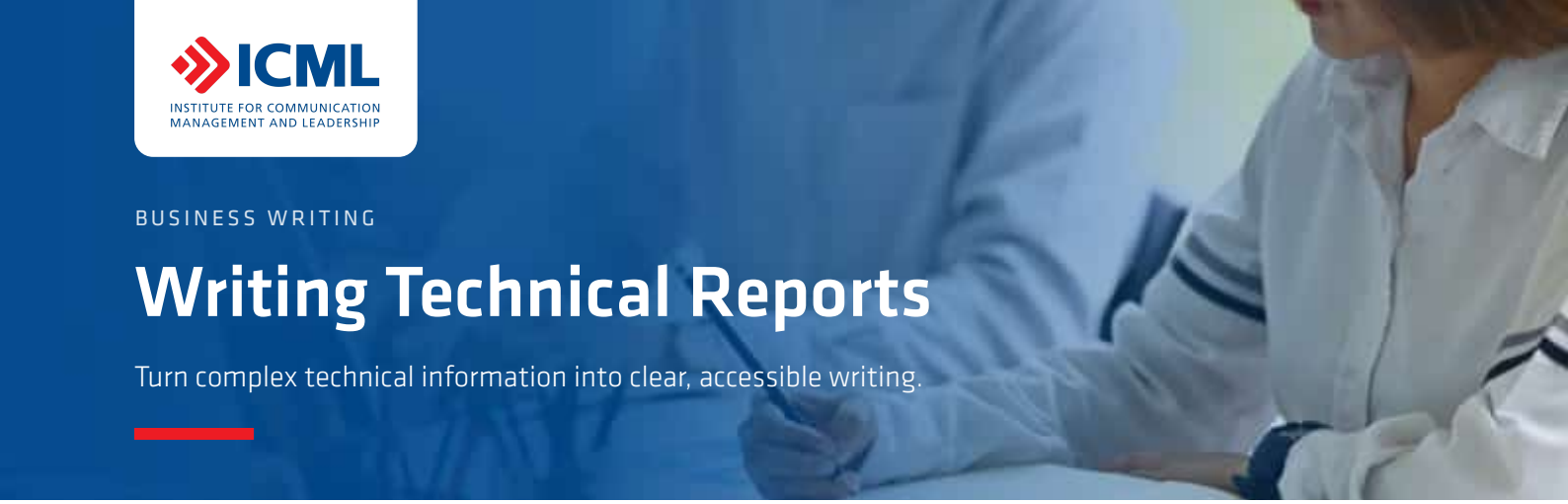
ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



BUSINESS WRITING

Writing Technical Reports

Turn complex technical information into clear, accessible writing.

WHO IT'S FOR

Engineers, scientists, IT and other specialists who write technical reports.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan technical documents around the reader and purpose
- Explain complex ideas in plain, accurate language
- Structure findings, methods and recommendations logically
- Present data, figures and tables so they support the message
- Write for technical and non-technical readers in one document
- Review and edit technical writing for clarity and consistency

ABOUT THIS PROGRAM

Our technical writing training addresses a familiar gap: a report that is accurate and complete but unreadable to the people who must act on it. Participants learn to plan a technical document around its reader, explain complex ideas in plain language, structure findings and recommendations logically and present data, figures and procedures clearly. They work on their own technical documents, so reports that decision-makers understand and that colleagues can follow become the norm.

Tailored to your organisation

We work with your report templates, technical standards and anonymised examples, so the program fits your discipline and your readers.

Talk to us about this program

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Enquire online