

TECHNICAL REPORT WRITING SKILLS

Well written reports result in cost and time savings as both specialist and non-specialist readers can quickly get actionable information from a single report. Decision makers and other readers can quickly understand the benefits of a successful implementation of the report recommendations.



WHO SHOULD ATTEND

This workshop is intended for people who need to craft reports which clearly identify the information required by decision makers, guide them to key findings using structured report components, and finally justify the recommended solutions by using critical analysis.

BENEFITS

- **Connect to readers** by empathizing with their needs
- **Improve decision making** by understanding the context of making recommendations
- **Save time** by focusing on the implication and consequences of high impact alternatives

OBJECTIVES

- Identify information required by readers
- Help readers find information by using structured report components
- Justify recommendations by critical analysis of recommended solutions

LEARNING OUTCOMES

Upon completion of the workshop, participants should be able to:

- **Understand** what each individual report component is intended to achieve
- **Appreciate** how the individual components integrate with one another to achieve the ultimate report objectives
- **Craft** reports that convey clearly to readers what the report was intended to achieve, what was discovered, and what needs to be done



March 17–18, 2025
| Kuching

REGISTER NOW!

< Scan QR code >

METHODOLOGY

- Lectures
- Skill practices
- Discussions



MEET OUR TRAINER:

MR G. SIVALINGAM

Mr. Siva is a leading trainer and consultant specializing in written and spoken communications, with a particular focus on high-level presentations, reports, and business proposals. His expertise lies in helping professionals understand their target audience and craft messages that deliver key points effectively, even when dealing with complex or specialized information. He is particularly skilled at assisting professionals with highly specialized knowledge to communicate their ideas in a way that is accessible and actionable, including those with limited familiarity in the field. His training equips individuals with the tools to make a powerful impression, ensuring their communication drives understanding, engagement, and the desired outcomes.

LEARNING MODULES

Module 1: Reader Requirements

Roots of Communication :

- Reader requirements
- Message to be shared
- Context of situation

Reader Requirements

- Identifying your reader context with respect to their expertise and point of view
- Matching your reader's requirements to your requirements as a writer
- The importance of identifying assumptions
- Report Key Performance Indicators (KPI)

Learning Outcome

- Aware that one's viewpoint may not match their reader's viewpoint.
- Activity: Exercise on matching reader requirements

Module 2: Report Blueprints & Foundations

Report Types

Report Components

- Introductions, titles, backgrounds
- Analysis, conclusions, recommendations
- Appendices, executive summaries

Learning Outcome

- Understand the use of the standard report components, and how they fit into the overall flow of the report.
- Activity: Exercise on how title, introduction and background introduce readers to a report

Module 3: Report Writing

The 3 stage writing cycle of planning, writing and checking reports.

Developing the report body

- Developing main report body
 - Previewing report sections
 - Concluding report sections
- Developing section conclusions

Learning Outcome:

- Able to develop a report body that is organized logically and systematically, to match the report objectives.
- Activity: Exercise on writing report body sections & conclusions

Module 4: Layering & Writing Tools

Data

- Analysis – tools & techniques
- Presentation – graphs & tables
- Common Writing Tools

Visual Structuring

- Bullets
- Lists
- Numbers

Layering Tools for Specialist & Non-Specialist Readers

- Sharing specialised concepts with readers
 - Glossary of terms
 - Create audience specific sections

Learning Outcome:

- Able to select the appropriate writing or layering tool to use, in order to convey their findings as accurately as possible to both technical and non-technical readers.
- Activity: Exercise on report layering

Module 5: Conclusions & Recommendations

Reader Expectations of Conclusions and Recommendations

- The difference between conclusions and recommendations
- Development of conclusions
- Development of recommendations

Learning Outcome

- Be clear about what readers expect from conclusions and recommendations, and the differences between the two.
- Activity: Exercise on conclusions and recommendations

Module 6: Development of Recommendations

Development of Recommendations

- Critical analysis of potential Solutions/Recommendations
- Decision making tools to select the optimal recommendation
- Presenting recommendations with justifications
- Presenting risks associated with recommendations

Learning Outcome

- Able to understand the unique requirements of recommendations, and use critical thinking and decision making tools to select the best possible recommendation, and present it persuasively to decision makers.
- Activity: Exercise on selecting the optimal recommendation

Module 7: Executive Summaries

Executive Summary

- Decision making tool for top management
- Content and organization
- Differences between summaries and abstracts

Learning Outcome:

- Able to write an executive summary which enables a decision maker to make a well informed decision about the recommendations made in a report.
- Activity: Exercise on writing an executive summary

Module 8: Completing Reports

Completing The Report

- Review findings against report objectives
- Review audience specific sections against target reader profile
- Check Report KPIs

Learning Outcome:

- Able to verify that the report objectives are addressed with respect to all targeted readers.

INVESTMENT FEE (Per Participant)

EARLY BIRD RATE	NORMAL RATE	CLOSING DATE OF REGISTRATION
RM 1690	RM 1890	EBR: One month before commencement of the course NR: One week before commencement of the course
Applicable for registrations received and paid one month before commencement of the course	Applicable for registrations received and paid after the EBR closing date	

*The fee is not yet inclusive of 8% SST

Closing Date: April 10, 2025



The Organiser reserves the right to make any amendments that are deemed necessary in the best interest of the workshop.

Please register me/us for the workshop on

TECHNICAL REPORT WRITING SKILLS

March 17-18, 2025 | Kuching

Do you intend to utilize HRDCorp Levy for this program? **Yes / No**

Upon submission of this form, I have read and accepted the terms & conditions of this registration

Participant 1

Name :

Position :

Contact :

Email :

Participant 2

Name :

Position :

Contact :

Email :

Participant 3

Name :

Position :

Contact :

Email :

Company :

Address :

Tel : Fax :

Nominating Person

Name :

Position :

Approving Person

Name :

Position :

Invoice Attention to :

Email :

TERMS & CONDITIONS:

1. Fees are inclusive of programme materials, refreshments, luncheons and certificate.

2. Outstations participants are advised to **call MRS before making any air-travels and hotel payments**. MRS shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements.

3. Payment, Confirmation & Admission

An invoice shall be issued upon receipt of your registration form. Payment is required by the early bird rate closing date or other dates stated on the invoice, whichever is applicable. Full payment is expected prior to the commencement of the course. We reserve the right to refuse admission for registration that remains unpaid. A Letter of Undertaking may be acceptable with prior notice and consent.

4. Substitution/Replacement of Participants

Substitutions are allowed at no extra charge provided MRS is notified in writing at least 5 working days prior to the course wherein any substitution proposed thereafter, MRS may reserve its right to disallow such proposal, and any substitution which may be accorded thereafter (if any), MRS reserves its right to add an additional charge thereto.

5. Cancellation of Participants

For Paid Registrations	For Unpaid Registrations
<ul style="list-style-type: none"> • 30 days before course: Full refund or transferable • 14 days before course: Refund minus 15% admin fee or transferable • Less than 14 days before course: No refund but transferable • No show: No refund and not transferable 	<ul style="list-style-type: none"> • 30 days before course: No applicable admin fee • 14 days before course: 15% admin fee chargeable • Less than 14 days before course: Full fees chargeable and transferable • No show: Full fees chargeable and not transferable

*Transferable - to a similar or different course with the necessary top up fee should the course transferred to, is of a higher value

6. Postponement

While all care shall be taken to carry on the course as scheduled, there may be circumstances that may deem it necessary for MRS to postpone or merge with another similar course. In such instance, participants hereby indemnify and holds MRS harmless from any cost incurred. Payment received will not be refunded but can be credited to MRS's other courses.

7. Permanent Cancellation

In the event of a permanent cancellation by MRS of a course and provided the event is not postponed to a later date or merged with another course, a full refund shall be made for paid registrations and no applicable admin fee for unpaid registrations. Participants hereby indemnify and holds MRS harmless from any cost incurred.

8. Participants have read and consent to MRS processing the **registration data** in accordance with the Personal Data Protection Notice posted on www.trainingprovider.org. As such, they have discharged their responsibility of ensuring the information provided herein is the most up-to-date information as possible.

MRS MANAGEMENT SDN BHD (275222-P)

KUALA LUMPUR CORPORATE OFFICE

Suite 33-01, 33rd Floor, Menara Keck Seng, 203, Jalan Bukit Bintang, 55100 Kuala Lumpur, Malaysia

☎ +603-2116 5961 📠 +603-2116 5999

KUCHING OFFICE

Milan Square, Lot 48, Level 1, Jalan Wan Alwi, 93350 Kuching, Sarawak, Malaysia

☎ +6082-265 628/9
www.trainingprovider.org
 ✉ kristine.mrstraining@gmail.com,
 ✉ robin.mrstraining@gmail.com

Signature & Company Stamp

Date

www.trainingprovider.org

M W E F FB EB1 EB2 S S1