

TECHNICAL REPORT WRITING SKILLS FOR ALL OCCUPATIONS



28th & 29th June 2010



Report writing is one of the major activities of almost all people working in any organization. In the rapidly technologically advanced era this skill is becoming more important for technical professional such as engineers. But sadly not everyone is able to write good reports. This training will help in writing excellent technical reports.

PROGRAMME OBJECTIVES:

- Appreciate the role of good technical report writing skills.
- Learn about the key concepts of report writing.
- Understand the basic structure of writing reports
- Understand the important components of a report, and learn how to write these for better results
- Learn the writing process
- Master the A to Z of technical report writing skills.
- Acquire good presentation skills for presentation technical reports.
- Present and sell your technical presentations more effectively

CONTENTS:-

- The report writing process.
- The ABC of technical report writing.
- Qualities of a good report writer.
- Essential laws of technical report writing.
- Report and proposal writing skills.
- Report presentation skills

PROGRAMME BENEFITS:

- Participants on this course will gain tools techniques and practice skills leading to increased technical report writing confidence.



100% claimable under HRDF and Eperolehan



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RM 499 / pax and RM450/ pax
for early birds register before
24th June 2010

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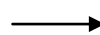
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