

TECHNICAL REPORT WRITING

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

Technical or business reports are difficult to write as you need to balance providing too much detail against ensuring that there is sufficient. Planning the report, analyzing data and then structuring the message correctly are critical components of ensuring a report meets its business objectives. To assist in this regard, AstroTech is running a training program called "Technical Report Writing" which covers the following topics:

- The types of technical reports and report formats
- Organising your report:
 - Generating ideas
 - Structuring your thoughts
 - Producing the report outline
- How much detail is needed to achieve your objectives?
- The use of appendices in technical reports
- Troublesome grammar and English
- Illustrating the report; Including charts, graphs and tables
- Translating technical information
- Audience analysis, addressing the needs of the reader and using appropriate terminology for the recipient
- Gathering, sorting, analysing and using information and data
- Presenting information for impact
- How to make a report interesting and livening up a document
- Report research, planning and structure:
 - Why planning is crucial
 - Ensuring a logical structure
 - Introducing the content
 - Writing professional reports
 - The report format
 - The third person
 - Achieving flow
 - Ensuring quality
 - Being concise but complete
 - Proof reading
 - The design and structure of the report
 - Selecting relevant information



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Technical professionals
- Project managers
- Engineers and technicians
- Researchers
- Subject matter specialists
- Managers and professionals
- Anyone else looking to improve their technical report writing skills

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Ensure your reports communicate the message you need to send
- Know how to include enough technical detail but not too much
- Understand how to analyse your audience's needs
- Be able to write reports with a clear and logical structure

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

➤ PAYMENTS:

Payment terms are 30 (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course

COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course

Absent delegates are charged for.

➤ POSTPONEMENTS:

POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.

A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

➤ CANCELLATIONS:

CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

➤ PRESENTERS:

Should it be necessary, AstroTech Training reserves the right to substitute the presenter.

➤ VENUE:

If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.

➤ COMMUNICATION:

When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.

➤ DISCLAIMER:

AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.