



TECHNICAL REPORT WRITING WEBINAR

EVERYTHING YOU NEED TO KNOW ABOUT WRITING A TECHNICAL REPORT

Upon completion of this course, participants are better prepared to communicate via a host of different written media, including letters, emails, reports, minutes and memos.

The effect of these communications can be improved if they are written clearly, concisely and in a readable way. Whether you are drafting emails to colleagues or having to provide reports for your customers or managers, this intensive training course will provide you with principles, suggestions and formats that can help you write better business documents.

WHO SHOULD ATTEND

Engineers, Project Managers, Technicians, Technical Writers, Project Assistants, Technical Managers, Researchers, Office Assistants, Office Managers, Managers, and many more....



NOV.
5-6, 2020
8:30AM - FINISHED

Book and pay before
and get a discount per
delegate.

in association with:



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LATEGAN
CONSULTING**

accredited by:



ECSA: 2 CPD Points

TECHNICAL REPORT WRITING TRAINING WEBINAR

DAY ONE

08:00 LOGIN & REGISTRATION

08:20 WAITING ROOM

08:30 MORNING SESSION

INTRODUCTION

- Understand the principles of effective report writing
- Determine the purpose of writing the report
- Distinguish between different types of a report
- Identify the components of a good report
- Describe the structure of a report
- Define what makes a report user-friendly

12:30 LUNCH BREAK

13:00 AFTERNOON SESSION

PREPARING FOR THE REPORT

- List the steps in the reporting process
- Enhance their note-taking skills during meetings
- Identify various sources of information
- Follow organizational procedures to obtain and distribute information
- Ensure that information used to compile the report is current
- Identify the recipients at which the report is targeted

16:30 END OF DAY ONE

DAY TWO

08:00 LOGIN & REGISTRATION

08:20 WAITING ROOM

08:30 MORNING SESSION

WRITING THE REPORT

- Understand the process of mind mapping
- Analyse, sort and translate information into a logical sequence
- List the 7 C's of report writing
- Develop an appropriate draft framework using templates
- Focus on what the reader needs to know
- Take the necessary steps to prepare the first draft
- Identify the components of persuasive writing
- Explore the importance of good document design, fonts and graphics

12:30 LUNCH BREAK

13:00 AFTERNOON SESSION

PERFECTING THE REPORT

- Choose the appropriate language, tone and style
- Adopt editing, proof-reading and checking disciplines
- Distinguish between requirements for formal and informal reports
- List the principles for effective writing
- Verify with relevant parties that the reported information is in accordance with requirements

16:30 END OF DAY TWO

ABOUT THE COURSE

Upon completion of this course, participants are better prepared to communicate via a host of different written media, including letters, emails, reports, minutes and memos.

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REQUIREMENTS

Each delegate will need the following to attend:

- Steady Internet connection for the duration of the training
- Laptop / PC / Smart Phone and Power supply (Charger)
- Zoom Meeting Software installed onto your laptop / PC / Smart Phone

Preferable but not compulsory:

- Headset / Ear Phones to clearly hear the facilitator and a Quiet Space

Each delegate will receive:

Digital Training manual, The intellectual property, Digital Certificate of Attendance, CPD Points / Hours from the relevant union/ body

ABOUT THE TRAINER

Our facilitator Graeme Lategan helps companies, groups and individuals realise their true value and potential through Training Solutions. He offers dynamic, energetic & agile facilitation of essential career skills for multiple industries.

As an accomplished international trainer, he specialises in Management, Leadership & Supervision centred on career focused skills that help people perform better. He brings an unconventional approach to training and a mind changing experience to learning.

Easy ways to register

COURSE REGISTRATION FORM

REGISTRATION INFO / FEES

Event: Technical Report Writing Training Webinar
 Date: 5-6 November 2020
 Time: 08:30am - 16:30pm CAT Daily
 Price: (excluding VAT and per delegate)
 Standard: R4490 + vat

Group Discount: 5-7 5%
 8-15 10%
 16+ 15%

calculated on standard price

AUTHORIZATION

Full Name:
 Tel (Direct Line):
 Signature + date:
 Person responsible for payment:
 Tel (Direct Line):
 Email Address:

COMPANY DETAILS

Company / Organization Name:
 Physical Address:
 Postal Address:
 Tel (Direct Line):
 Tel (S/Board):
 Fax:
 Email:
 VAT Registration:

OFFICE USE

STATUS

DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

TERMS AND CONDITIONS

Payment Terms:
 Payment is required within five (5) days on receipt of tax invoice
 Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

Fees:
 Fees are exclusive of VAT
 Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

Indemnity: Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

***Important Notice:

This booking form constitutes as a legal binding contract.
 Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.



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