



TECHNICAL REPORT WRITING



Course Information

Course Name	Technical Report Writing
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Health and Safety Management
Course Duration	2 days
Cost of Course	R4 000,00 per delegate (excluding 15% VAT)

Course Overview

The programme has been developed to assist delegates to grasp the essential components of various types of reports and their formats. Delegates are shown how to plan, write and edit reports for use as executive decision-making tools, including validation in order to present credible reports for management evaluation.

Technical Report Writing

Who should attend?	• This course is for those delegates who have a need to write Technical Reports and obtain skills and information in this regard. • The course will benefit office professionals who are responsible for developing and presenting information in report format.
Course Objectives	• This two-day workshop largely consists of the following including the process of executive report writing • Identifying the purpose of the report and the structure of such a report.
Benefits	• Delegates will have an in-depth understanding that Technical Report Writing is the presentation of information that helps the reader solve a problem they have and have the ability to deliver such a Technical Report.

Course Content

Course Modules	• Concepts Common to Reports and Briefings: Analyse Your Audience • Ethics in Report Writing • The Briefing: Organisation of the Briefing • The Written Report: Its Content and Structure and Style • Illustrating the Results: This includes a Worked Example; Clarity, Tables and Graphs and Space. • Report Completion: Summaries and Abstracts and Appearance • The Executive Summary: The Four Major Points; Careful Writing, Common Mistakes of Executive Writing
Certification	• All delegates who successfully pass the assessment over 60% will be issued with a certificate of competence. • If you receive lower than 60% a certificate of attendance will be issued.

Assessments

- An Assessment at the end of the course will be required.
- A minimum of 60% is to be achieved to attain a Competence Certificate.
- If you achieve lower than 60% but get between 40 – 59% a second attempt will become available.
- If you get lower than 40% and fail the second attempt, you will need to re-purchase the course.
- An attendance certificate is awarded to you regardless of a pass or fail.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO/OHSAS consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental and Quality (SHEQ) management solutions in preparation for ISO and OHSAS compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

- Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:
- ISO and SHEQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards.
 - Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards.
 - Training of all employees (Shop Floor to Executive Management) in the fields of SHEQ, Engineering, Finance, Business and Project

Management to meet the job responsibilities and expertise requirements of International Standards.

- ISO, OHSAS Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO and OHSAS requirements

We are a Level 1 BBBEE Contributor that specializes in systems development, consultancy, training and auditing.