



**THE
ENTERPRISE
CENTRE**

Technical Report Writing

ENT1574

1 Day

Objective

This course is for those supervisors and other managerial people looking to write clear and accurate reports. Since they are part of a management team, they will know how to share information in written form for the purposes of facilitating sound organizational decision making practices. The course will strengthen their observation and recording skills. The workshop is designed to help participants understand of the importance of proper written communication skills. It targets the development of observation and recording skills related to a specific work environment.

Process

During the seminar the participants will be asked to complete a variety of small-group exercises for self-assessment purposes and to stimulate further learning.

Participants will be able to:

- Reliably demonstrate the ability to communicate clearly, concisely and correctly
- Analyze different aspects of observation
- Explain reasons and uses of written reports.
- Given simulated situations write, on site, the required reports
- Apply the 5 C's, 5 W's and a simple format for generic reports (meaning reports where no specific form is required)

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