ENGINEERING REPORT WRITING, PRESENTATIONS, COMMUNICATION

2 CPD POINTS

SAIChE 447



Presented By: John Broli of Engineers for Africa (E4A)

What is the challenge?

The main objective is to improve technical communication, writing skills and presentations of the attendees, thus providing enhanced communication of reports, emails, and technical records and procedures. The course also sets out to provide a sound understanding of the nature of knowledge and information and the dominant role it plays in all communication in modern economies.

Economic benefits are achieved through reduction of errors and miscommunications in the workplace and thus improved control of processes and operations.

Alternate name used: Knowledge Management, Technical Communication and Report Writing**.**
Includes numerous Sub-Courses such as Technical Presentations, Audience and Message Analyses, Wide range of Report samples, Technical Scoping & The 4th Industrial Revolution.

An important Course for all Engineers to practice clear and detailed communication channels in all workplaces, especially formal presentations of technical studies such as project proposals.

E4A firstly addresses knowledge management with respect to current rapid change, complexity and the importance of current knowledge expansion. These topics are introduced as a lead-in to the key topics of communication, presentations, and report writing. We then address approaches to communication and technical report writing with an overview to important fundamentals such as audience analysis, needs statements, target markets, bias and vested interests, impacts on communication and matters such as attention markers or lead-ins to many communications and other report writing requirements. The course then presents analytical tools (needs analyses, system analyses, scope analyses, information analyses and risk analyses) to use in the importance of thorough background analyses for good professional technical reports. There is also analysis of how information can be better presented and the hazards of poor presentation especially in spreadsheets and graphical analyses. Further course content covers types of reports, types of styles and matters of report content.

Important guidelines, rules and good practices for each of the communication and report modes are then presented and discussed. Attendees will also develop and enhance their presentations, reports and overall communication skills. The expectations of the coming 4th Industrial Revolution (4IR) to control processes with Artificial Intelligence (AI), Robotics, Advanced Instrumentation and BIG DATA analyses are then debated under the 4thIR.

Who should attend?

All qualified engineers, technologist and technicians who want to fully understand the modern need to deal with multi-variable problems and improve their design skills across many areas of current engineering work. We also address the economic impacts of multi-variable problems

Requirements?

All E4A courses are live, on-line (webinar based) and extend over two days.

Quantity discounts are available for group attendances or multiple bookings paid in advance.

All courses include:
a. Interesting pre-reading material is sent to attendees normally two days prior to the start.
b. Course materials are emailed ahead to you for the course, and your personal library.
c. ZOOM links are sent to you 2 days prior to the course start date.
d. The Course framework and time-plan is sent ahead to attendees as an Excel Document enabling easy tracking.
e. Workshops, which include case studies and worked examples, are interspersed with tea and lunch breaks and all materials are sent ahead to attendees for these exercises.
f. A Certificate of Attendance, with CPD points reflected, is provided at the end of the event.

Register?

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