

# Professional Reports that Turn Technical Facts Into Useful Information

## Writing Technical Reports

### Course Objective

Your employees will leave this two-day workshop with immediately-usable skills for writing professional reports that turn technical facts into useful information. They will spend less time writing and editing their technical reports thus improving individual productivity. Projects will be moved along, knowledge will be shared and team work will be enhanced.

**Enrolment:** We suggest a maximum enrolment of 15 participants in this workshop.

### Who Should Attend

This workshop is designed for people who write technical reports to both technical and non-technical readers. The course is targeted to the specific needs of technical writers.

It is a valuable workshop for employees who must report on field work; technical systems; the results of studies or projects; make recommendations or proposals; or who must communicate technical data to their readers.

### What Participants Will Learn

By attending this workshop, your employees will learn to:

- Measure their current technical report writing skills and the clarity of their technical writing using IWCC's assessment tools
- Decide what information is needed for both technical and non-technical readers
- Understand and apply the essential techniques for clear, readable technical reports
- Write and edit reports quickly and effectively
- Package information in a way that helps the reader follow the logic of their report
- Plan content using IWCC's Report Planner
- Make technical data clear and understandable for the non-technical reader
- Incorporate graphs, statistics and visuals to explain and support technical data
- Edit and proofread technical reports
- Write effective executive summaries



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Better Writers  
Better Business**