

# TECHNICAL REPORT WRITING IN THE MARITIME, OFFSHORE, OIL/GAS AND PORT INFRASTRUCTURE INDUSTRY

An In-Depth Understanding of Approaches to TRW Demonstrating the Current Ineffectiveness and Cost to Business that Do Not Equip Themselves with the Necessary and Effective TRW Skills and Procedures and Project Management Resources

5th – 6th October 2017  
Kuala Lumpur, Malaysia

## PREREQUISITES

There are no prerequisites as, however it would help you understand the concepts faster if you have a basic knowledge of the maritime, oil/gas, offshore industry or overall project management. You will learn about the fundamentals of TRW with the view of incorporating the techniques and strategies into your own workplace.

## Major Benefits Of Attending

By end of the course, delegates will be able to:

- **DEFINE** and **AGREE** the purpose of the report
- **HAVE** a clear understanding of the needs of your readers
- **DESIGN** a document structure to effectively get your message across
- **IDENTIFY** the necessary content and have an appropriate layout
- **USE** a number of readily available tools to assist with report writing
- **EDIT** more competently and eliminate avoidable mistakes
- **ADOPT** a clear and concise writing style and measure it using Microsoft statistics
- **REFERENCE** and **QUOTE** correctly, and not infringe copyright

DELEGATES  
ARE REQUIRED  
TO BRING THEIR  
OWN LAPTOP  
AND A  
CALCULATOR

## Why you Should Attend?

Technical Report Writing (T.R.W) should have a purpose; it is a technique and acquired skill. To achieve your purpose you have to make sure the intended reader looks at and understands what you have written and why you have written it. You have to make an impression by style and presentation on the 'target' and that any person who accesses it understands what you have written. Effective writing; is writing that achieves the purpose of the writer.

This seminar acquaints the participants with the technical report writing skills and explains how to utilize them in the maritime, offshore, Oil/Gas and port industry sectors.

## Who Should Attend?

This course is specially designed for target audiences who are engaged in the:

- ✓ Maritime
- ✓ Offshore
- ✓ Oil & gas
- ✓ Port

... infrastructure and Project Managers or those planning to become one.

The course is designed for those with:

- ✓ Little
- ✓ Basic
- ✓ Intermediate

...level of understanding in these techniques.

Organized by: \_\_\_\_\_



WE SOLVE YOUR PUZZLE