TECHNICAL REPORT WRITING

Soft Skills Series

OVERVIEW

Well written technical reports result in cost and time savings as both business and technical readers can quickly get actionable information from a single report.

You'll get these great benefits:
- Pinpoint what readers look for in a report
- Effectively connect technical content with business goals
- Use tact to reach out to hostile readers
- Allow readers to systematically find what they need by using structured writing
- Write layered reports which reach out to technical and non-technical readers simultaneously
- Persuasively communicate your key findings to your readers

OBJECTIVES

- Understand the impact of reader needs on your report presentation
- Help readers find what they need by using structured reports
- Enable technical and business readers to take quicker action

WHO SHOULD ATTEND?

Executive and managers who are considering implementing Six Sigma and want to understand its core concepts and benefits.

WORKSHOP OUTLINE

- Understand the impact of reader needs on your writing
- Share the findings persuasively with your readers
- Analyse the facts critically
- Share the findings persuasively with your reader

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