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Management Solutions for Management Development

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Technical Report Writing and Presentation Skills Management

Syllabus / Course Outline

1. Course Description

This course equips participants with the essential skills to write clear, accurate, and professional technical reports, as well as deliver effective presentations based on technical information. Participants will learn how to structure technical content, present data logically, communicate findings to different audiences, and improve clarity in both written and verbal communication. The program focuses on real-world industrial and operational reporting requirements, ensuring participants can communicate technical information with confidence and impact.

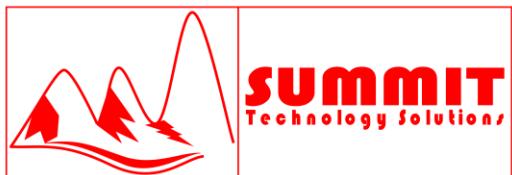
2. Learning Objectives

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

- Understand the core principles of effective technical communication.
- Structure technical reports logically and professionally.
- Present data, findings, and recommendations clearly and accurately.
- Adapt writing style to different audiences (technical and non-technical).
- Use visuals, charts, tables, and diagrams effectively.
- Deliver confident and clear technical presentations.
- Respond professionally during Q&A sessions.
- Develop a complete technical report and presentation from start to finish.

3. Target Audience

- Engineers, Technicians, Operations Staff
- Supervisors, Executives, Managers
- Maintenance, Production, Quality, Safety, and Process personnel



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- R&D, Project Teams, and Technical Departments
- Anyone who prepares technical reports or presents technical information

4. Course Outline

Module 1: Introduction to Technical Communication

- What makes technical writing different
- Common challenges in technical reporting
- Understanding audience needs and expectations
- Purpose-driven communication in operations and engineering

Module 2: Structure of a Professional Technical Report

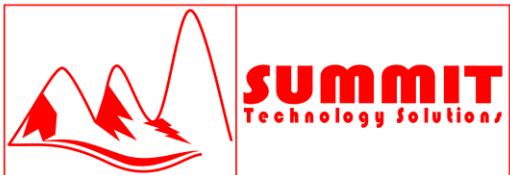
- Essential components of technical reports
- Problem statement and background
- Methodology, analysis, findings
- Recommendations and conclusions
- Executive summaries vs. detailed reports

Module 3: Writing with Clarity and Accuracy

- Using concise and objective language
- Avoiding ambiguity and misinterpretation
- Sentence structure and flow
- Writing for technical and non-technical readers

Module 4: Data Presentation and Visualization

- Presenting data clearly using tables, charts, and diagrams



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- Converting technical data into readable content
- Common mistakes in data presentation
- Visual hierarchy and clarity principles

Module 5: Professional Formatting & Documentation

- Standard formatting practices
- Numbering systems, headings, and subheadings
- Referencing data sources and citations
- Using templates and checklists

Module 6: Common Issues in Technical Reports

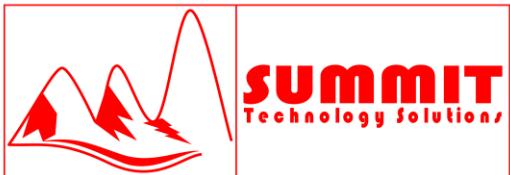
- Incomplete data
- Overly complex explanations
- Poor structure
- Misleading visuals
- Recommendations without justification

Module 7: Introduction to Technical Presentation Skills

- Differences between written and verbal technical communication
- Planning and structuring your presentation
- Designing effective slides for technical content
- Visual impact and clarity

Module 8: Delivering Technical Presentations

- Verbal clarity, pacing, tone, and emphasis



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- Managing nervousness
- Engaging the audience
- Professional use of visual aids
- Demonstrating confidence and credibility

Module 9: Handling Questions and Difficult Situations

- Managing challenging questions
- Responding to technical queries with confidence
- Handling disagreement or unclear data
- Maintaining professionalism