

Technical Report Writing & Presentation Skills For Oil and Gas Professionals

Effectively document and communicate your technical message with greater confidence and impact!

16 – 18 January 2012, Kuala Lumpur, Malaysia



STEVE HOLLOWAY

BSc. (Hons), CTEFLA, DTEFLA

Specialist technical report writing trainer with 15 years of Industry experience

"Steve is very good and his teaching method made it interesting for students"
Petronas Carigali Vietnam, Thang Long JOC

"Its worth the money!"
Sarawak Shell Bhd

Oil & Gas professionals increasingly need to translate complex findings, analysis and recommendations for effective decision making. If you face challenges in getting your findings into paper and presenting it effectively, you will benefit from this 3-day training course:

EFFECTIVE TECHNICAL REPORT WRITING FOR OIL & GAS PROFESSIONALS

- Write and turn-around accurate technical documents quickly to meet deadlines and productivity goals
- Understand how technical reports should be structured by applying a systematic approach to the writing task, involving planning, drafting, revision and production
- Use clear & powerful language to target and persuade readers for positive results
- Use tried and tested proof reading techniques to check and review documents more effectively
- Identify and avoid common pitfalls in technical report writing

TECHNICAL PRESENTATION SKILLS FOR OIL & GAS PROFESSIONALS

- Present and sell your technical presentation more effectively both internally and externally
- Plan and structure your meetings and presentations for maximum effect
- Capture your technical and non-technical audience by delivering your presentation with power and authority
- Handle questions, interruptions and objections with confidence

UNIQUE FEATURES of this training course:

- Detailed Course & Reference Manual for Continuous Learning and Sharing
- Practical Exercises and Video Playback to better understand and appreciate the concepts
- Limited class size to ensure One-to-One Interactivity
- Assessment at the end of the course to help you develop a Personal Action Plan

TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR OIL & GAS ENGINEERS

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ABOUT THIS COURSE

Technical Report Writing and Presentations Skills for Oil & Gas Professionals focuses on unique needs of technical professionals who write and present for both technical and non-technical readers. This 3-day separately book-able workshop will demonstrate on how technical professionals can use their technical knowledge and logical edge to write in a reader-friendly, grammatically accurate way reports and persuasively communicate for buy-in purposes.

Course registration begins at 8:30am on Day 1. The course will commence at 9am on both days. There will be breaks for mid-morning refreshments, lunch, and mid-afternoon refreshments. The course will end by 5pm on both days.

Course Outline: Effective Technical Report Writing for Oil and Gas Professionals 16 – 18 August 2012

Introduction

Characteristics of good writing

- Group discussion: what is good writing; why is it important

Self Analysis - You as a Writer

- Participants complete questionnaire about own writing ability
- Group discussion: common weaknesses

Reader and purpose

- Trainer: tips on becoming a critical reader
- Participants assess a piece of writing and write purpose statements

Getting your message across

Avoiding weak and wordy language

- Trainer: how to write simply and effectively using strong verbs instead of dull nouns
- Practice: rewriting poor sentences

Use and abuse of the passive

- Group discussion: when to use the passive and when not to
- Trainer: tips on the use of tenses in the passive
- Participants identify and rewrite passive sentences

Identifying jargon and redundancy

- Group discussion: what is jargon and when should it be used
- Participants give examples of jargon from own work
- Group discussion: repetitive language and how to avoid it

The Fog Factor

- Group discussion: what are big words
- Trainer: how to check the readability of your writing

Paragraph Power

Essential features

- Trainer: presentation of the four characteristics of effective paragraphs
- Participants assess and rewrite poor paragraphs using linking clues

Topic sentences

- Group discussion: what are topic sentences
- Trainer: identifying topic sentences
- Practice: writing clear topic sentences for given paragraphs

Using linking words

- Trainer: the grammar of linking words
- Participants categorise linking words and writing a paragraph
- Trainer: identifying topic sentences
- Group discussion: common mistakes

Topic sentences

- Practice: writing clear topic sentences for given paragraphs
- Group discussion: what are topic sentences

Processes

The grammar of describing a process

- Trainer: presentation of a typical process description
- Group discussion: analysing the use of tenses and the passive

Using sequencers to guide your reader

- Group discussion: ordering events in a process
- Trainer: using key words to guide the reader
- Practice: describing a complete process



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Introduction to reports

A strategy for writing reports

- Trainer: presentation of a report writing scenario
- Group discussion: stages in the report writing process
- Group discussion: a suggested strategy

Report structure

- Participants complete the section names of a generic report
- Participants identify the key language for each section

The key components of an Introduction

- Trainer: sub-sections found in the Introduction
- Group discussion: what are the terms of reference statement?
- Practice: writing a terms of reference statement
- Practice: writing an Introduction

Incident reports

Writing about procedures and findings

- Group discussion: analysing the language of real reports
- Trainer: using the passive in reports

The grammar of incident reports

- Trainer: narrating past events
- Participants add verb forms to complete an incident report

Describing change

- Trainer: using adjectives and adverbs to describe graphs
- Participants complete 'Cassette sales' writing and speaking activity

Recommendation or Feasibility Reports

Interpreting your data

- Group discussion: 'fact vs opinion'
- Trainer: avoiding jumping to conclusions

Three stages in writing conclusions

- Trainer: summarising key data; saying what the data shows; making forecasts
- Practice: writing three-stage conclusions

Writing recommendations

- Participants assess a set of recommendations
- Trainer: what to consider when recommending
- Practice: writing the conclusions

Separately book-able session

Course Outline: Technical Presentation Skills for Oil & Gas Professionals

To provide participants with the language, techniques and confidence to give a presentation, handle questions and portray a professional image of the organisation.

Pre-course presentations

- Video recording of presentations

Elements of effective technical presentations

- Organising an effective presentation
- Considering the Audience and the Purpose
- Deciding what information to include
- Establishing your credibility
 - introducing yourself and your talk
- Using signposting language to guide the audience

Creating an impact in your technical presentation

- Improving your vocal delivery
- Using Body Language to talk to your audience
- Designing and using visual aids to support your presentation
- Making an effective ending
- Handling questions and questioners effectively

Post-course presentations

- Video recording of presentations
- Evaluating and giving feedback on the presentations
- Course review and evaluation



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TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR OIL & GAS ENGINEERS

THE REGION'S MOST
ESTABLISHED COURSE,
OVER 500
PARTICIPANTS
TRAINED TO-DATE!

ABOUT YOUR TRAINER: STEVE HOLLOWAY



Steve managed the Business Skills Unit of the British Council programmes as well as overseeing all training-related matters from 1997. Steve considers himself a trainer first and specializes predominantly in high-level writing and technical report writing programmes.

In addition to conducting training in Technical Writing, Steve has also been the chief editor for two large writing projects. The first was the entire Start-Up Manual (including the Black Start Manual) for Nippon Oil's Helang Integrated Platform, which came online off Sarawak in 2004. Steve was involved in this year-long project from the beginning, including helping to decide on the overall style aspects of the manuals to the final preparation prior to submission to the client. The second was a four-month project rewriting the manuals for the Puteri Dulang FSO off Terengganu.

Previous comments from past participants:

"Thank you for the course that gives us new ideas and techniques on how to write a report properly"
Nippon Oil Corporation

"Training was efficient and issues regarding technical writing were resolved. I believe that this training there will be a better way to have our reports to appear readable and easy to understand"
Sarawak Shell Bhd

Steve has conducted programmes for all of the following organizations :

Petronas Carigali • Thang Long JOC • BP Chemicals • Malaysian-Thailand Joint Authority • Petronas Holdings • ExxonMobil • Murphy • Sarawak Shell • Petronas Carigali • MLNG • Talisman • SapuraCrest • Carigalihess and many others.

Refer to more testimonials on-line through our event gallery on www.petroedgeasia.net

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REGISTRATION FORM

DELEGATE REGISTRATION DETAILS

	Early Bird Price	Normal Price	TEAM DISCOUNTS
Technical Report Writing and Presentation Skills for Oil & Gas Professionals			PetroEdge recognises the value of learning in teams. Group bookings at the same time from the same company receive the following:
Technical Report Writing & Presentation Skills For Oil and Gas Professionals (3 days) 16-18 January 2012	SG\$ 1,999	SG\$ 2,199	3 or more at 5% off 5 or more at 7% off 8 or more at 10%
Effective Technical Report Writing For Oil and Gas Professionals (2 days) 17&18 January 2012	SG\$ 1,699	SG\$ 1,899	Group discounts are not applicable with other discounts or promotions including early bird offers
Presentation Skills for Oil & Gas Professionals (1 day) 16 January 2012	SG\$ 999	SG\$ 1299	In-house Training { } Yes, I would like to organise this training on-site and save over 20% of total course fees! For further information about In-house training, please call +65 67478737 or email info@asiaedge.net

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Job Title: _____

Department: _____

Head of Department: _____

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Please note:

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- indicate if you have already registered by Phone Fax Email Web
- if you have not received an acknowledgement before the training course, please call us to confirm your booking.
- photocopy this form to register multiple delegates.

Payment Methods

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PAYMENT POLICY: Payment is due in full at the time of registration. Full payment is mandatory for event attendance. I agree to Asia Edge Pte Ltd. payment terms

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