TECHNICAL REPORT WRITING & PRESENTATION SKILLS
For Oil & Gas Professionals
Effectively Document and Communicate your Technical Message with Greater Confidence and Impact!

24 – 26 MARCH 2014 | MIRI, SARAWAK | MALAYSIA

16 – 18 JUNE 2014 | MIRI, SARAWAK | MALAYSIA

22 – 24 SEPTEMBER 2014 | KUALA LUMPUR | MALAYSIA

1 – 3 DECEMBER 2014 | MIRI, SARAWAK | MALAYSIA
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:

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.

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

Testimonials about the expert trainer

“Highly recommending the technical writing course improve clarity for leaders who has to give instructions daily” Permit Coordinator, Shell Refining Company

“This training gave me better insight on how to productively and effectively write technical report. This is really beneficial for my career development” Executive, PETRONAS Carigali

“A structural course which will be very helpful to people doing presentation especially in the small details which many overlook.” Submarine Pipeline Engineer, Saipem Singapore

“Simple & direct course which can be understood clearly. It covers all the common errors in business writing and presentation” Regional Communications Manager, Baker Hughes

In addition to conducting training in Technical Writing, Steve has also been the chief editor for many large writing projects. These include a year-long project editing the entire Start-Up Manual (including the Black Start Manual) for Nippon Oil’s Helang Integrated Platform, a four-month project rewriting the manuals for the Puteri Dulang FSO off Terengganu, and editing the current revision of the PETRONAS Procedures and Guidelines for Upstream Activities (PPGUA).

For more information and testimonials about this training, visit us at www.petroedgeasia.net
TECHNICAL REPORT WRITING & PRESENTATION SKILLS FOR OIL & GAS PROFESSIONALS
MALAYSIA

TECHNICAL REPORT WRITING FOR OIL & GAS PROFESSIONALS

COURSE OUTLINE

DAY ONE
Developing an Effective Writing Process
The Four Cs of Effective Writing
- Group discussion: what are the key aspects of good writing?

A Strategy for writing
- Group task: how to approach a report writing task

Writing for YOUR Readers
- Participants identify the ‘readers’ of four texts
- Group discussion: what makes each type of writing acceptable?

Writing faster and writing better
- Trainer: why we need to write faster; the Five tips for faster drafting
- Trainer: Editing like a professional

Structuring an effective report
Basic report structure
- Group discussion: key aspects of technical reports

Writing an effective Introduction
- Group discussion: how long should the Introduction be and what should it include?
- Participants identify key parts of a model Introduction
- Trainer: the language of Introductions

The language of Conclusions and Recommendations
- Group discussion: subjectivity
- Trainer: three stage conclusions; the language of recommendations

Report Writing Case Study

DAY TWO
Refining your technical writing style

Avoiding weak and wordy language
- Trainer: what is nominalisation and how to avoid it
- Participants assess and rewrite poor paragraphs using active verbs instead of dull nouns

Writing effective bullet points
- Trainer: presentation of parallel writing
- Participants rewrite poorly written bullet points

The passive in technical reports
- Trainer: what is the passive
- Participants assess passive use in sample report
- Trainer: the grammar of the passive
- Practice: active to passive

Improving the readability of your writing
- Trainer: what is readability; using Microsoft WORD to check your writing
- Group discussion: assessing the readability of texts
- Practice: re-writing a badly written message

Mastering different aspects of technical reports

Describing methodology
- Group discussion: analysing the language of real reports
- Practice: completing the methods in a real report

Describing past events (planned or unplanned)
- Trainer: narrating past events
- Participants add verb forms to complete an incident report

Writing instruction steps for SOP
- Trainer: the key aspects of writing instructions
- Participants complete Personal Questionnaire

Revising your language
- Group discussion: seven common errors
- Course review and round-up

TECHNICAL PRESENTATION 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.

COURSE OUTLINE

The Basics
- Preparing an effective presentation
- Analysing your Audience
- Avoiding “Death by PowerPoint”
- Controlling your body language

The Language
- Language focus: introducing yourself and your topic
- Signposting your ideas
- Finishing off professionally
- Handling questions

The Planning
- Brainstorming your topic
- What is the Organisational Diamond
- Planning using the Organisational Diamond

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

Train Your Whole Team At A Convenient Time And Location Through In-House Training.
Call us at +65 6741 9927 to enquire or email your query to info@asiaedge.net. Visit us at www.petroedgeasia.net for more information.
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REGISTRATION FORM

3 DAYS TECHNICAL REPORT WRITING & PRESENTATION SKILLS
- 24 – 26 March 2014 | Miri, Sarawak
- 16 – 18 June 2014 | Miri, Sarawak
- 22 – 24 September 2014 | Kuala Lumpur
- 1 – 3 December 2014 | Miri, Sarawak

2 DAYS ONLY TECHNICAL REPORT WRITING SKILLS
- 25 – 26 March 2014 | Miri, Sarawak
- 17 – 18 June 2014 | Miri, Sarawak
- 23 – 24 September 2014 | Kuala Lumpur
- 2 – 3 December 2014 | Miri, Sarawak

1 DAY ONLY TECHNICAL PRESENTATION SKILLS
- 24 March 2014 | Miri, Sarawak
- 16 June 2014 | Miri, Sarawak
- 22 September 2014 | Kuala Lumpur
- 1 December 2014 | Miri, Sarawak

DELEGATE DETAILS

Delegate 1
- Mr ❑ Ms ❑ Mrs ❑ Dr ❑ Others: ❑
- Name: ____________________________
- Job Title: ____________________________
- Department: ____________________________
- Telephone No.: ____________________________
- Email: ____________________________

Delegate 2
- Mr ❑ Ms ❑ Mrs ❑ Dr ❑ Others: ❑
- Name: ____________________________
- Job Title: ____________________________
- Department: ____________________________
- Telephone No.: ____________________________
- Email: ____________________________

EARLY BIRD ❑ NORMAL ❑ TEAM DISCOUNTS

<table>
<thead>
<tr>
<th>3 DAYS TECHNICAL REPORT WRITING &amp; PRESENTATION SKILLS</th>
<th>EARLY BIRD</th>
<th>NORMAL</th>
<th>TEAM DISCOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 – 26 March 2014</td>
<td>SGD 2,199</td>
<td>SGD 2,399</td>
<td>petroEDGE recognises the value of learning in teams.</td>
</tr>
<tr>
<td>16 – 18 June 2014</td>
<td>SGD 2,199</td>
<td>SGD 2,399</td>
<td>Group bookings at the same time from the same company receive the following: 3 or more at 5% off</td>
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<tr>
<td>22 – 24 September 2014</td>
<td>SGD 1,999</td>
<td>SGD 2,199</td>
<td>5 or more at 7% off</td>
</tr>
<tr>
<td>1 – 3 December 2014</td>
<td>SGD 1,999</td>
<td>SGD 2,199</td>
<td>8 of more at 10%</td>
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All other promotions including early bird are exclusive of the group discount.

Corporate Pricing for Shell Sarawak
Participants only

- SGD 1,999.00 (3 Days)
- SGD 1,899.00 (2 Days only)
- SGD 899.00 (1 Day only)

4 EASY WAYS TO REGISTER
- Online: www.petroedgeasia.net
- Email: info@asiaedge.net
- Phone: +65 6741 9927
- Fax: +65 6747 8737

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