

REPORT WRITING SKILLS FOR TECHNICIANS

“Communicating Technical Observations and Findings with Clarity and Impact”

Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Feb 2026	Manama, Bahrain	USD 1,995 per delegate
22 - 23 Apr 2026	Dubai, UAE	USD 1,995 per delegate
26 - 27 Aug 2026	Riyadh, KSA	USD 1,995 per delegate
02 - 03 Sep 2026	Doha, Qatar	USD 1,995 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

Technicians play a key role in maintaining plant performance, diagnosing issues, and executing repairs—but the value of their work is often lost without effective documentation. Clear, concise, and accurate reports are essential for decision-making, compliance, audits, and operational continuity.

This practical 2-day training course helps technicians enhance their technical writing skills to produce structured, informative, and action-oriented reports. From shift handovers to inspection and maintenance logs, the course offers templates, writing techniques, and industry-relevant examples tailored specifically to technical personnel.

Objectives

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

- Understand the importance of accurate and objective technical documentation
- Write structured reports using clear and concise technical language
- Organize information for readability, accuracy, and usability
- Describe observations, measurements, and actions taken using professional tone
- Use report formats appropriate for maintenance, inspection, and technical audits

Why Attend

- Avoid misunderstandings caused by unclear or incomplete documentation
- Improve communication between technicians, supervisors, and management
- Ensure technical reports meet safety, legal, and regulatory standards
- Learn to write consistently formatted reports that support operational decisions
- Develop confidence in presenting technical information in written form

Target Audience

This program is designed for:

- Maintenance, mechanical, and electrical technicians
- Instrumentation and inspection personnel
- Field engineers and junior technical staff
- Workshop, utilities, and facilities staff
- Anyone involved in documenting technical observations, test results, or maintenance actions

Individual Benefits

Key competencies that will be developed include:

- Technical writing clarity and precision
- Organizing information using standardized report formats
- Objective observation and descriptive writing techniques
- Documenting measurements, actions, and test results
- Writing shift reports, fault reports, and service documentation

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved report accuracy and traceability
- Enhanced team communication and knowledge transfer
- Reduced ambiguity in maintenance records and inspection logs
- Greater consistency in technical documentation across departments
- Better support for audits, root cause analysis, and performance tracking

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Introduction to professional writing standards and report functions
- Case Studies - Review of real-world technical reports and common mistakes
- Workshops - Hands-on writing of sample reports using real or simulated data
- Peer Exchange - Team editing exercises and structured feedback sessions
- Tools - Report templates, style guides, and checklists for technical writing

Course Outline

Detailed 2-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Fundamentals of Technical Report Writing

- **Module 1: The Role of Reports in Technical Work (07:30 – 09:30)** • Types of reports: shift, fault, inspection, and service logs • Audience expectations and report lifecycle
- **Module 2: Structure and Organization of Technical Reports (09:45 – 11:15)** • Headings, subheadings, and layout formats • Report objectives, background, actions, and conclusions
- **Module 3: Writing Clear and Accurate Observations (11:30 – 01:00)** • Avoiding assumptions, jargon, and ambiguity • Describing what was seen, done, and measured
- **Module 4: Workshop – Drafting a Shift Report (02:00 – 03:30)** • Hands-on exercise to write a full maintenance or inspection report

Day 2: Writing for Impact, Accuracy & Consistency

- **Module 1: Common Errors and How to Avoid Them (07:30 – 09:30)** • Incomplete entries, poor grammar, and disorganized information • Using checklists to improve completeness and accuracy
- **Module 2: Visual Aids, Photos, and Appendices (09:45 – 11:15)** • When and how to include images, tables, and sketches • Labeling and referencing supplementary data
- **Module 3: Editing and Finalizing Reports (11:30 – 01:00)** • Reviewing for grammar, consistency, and tone • Approvals, sign-offs, and distribution practices
- **Module 4: Workshop – Peer Review and Final Report Submission (02:00 – 03:30)** • Edit a partner’s report and finalize your own with improvements

Certification

Participants will receive a Certificate of Completion in Report Writing Skills for Technicians, validating their ability to document technical findings, activities, and recommendations in a structured, professional, and accurate format.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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