

TECHNICAL REPORT WRITING & PRESENTATION SKILLS

Well written reports result in cost and time savings as both specialist and non-specialist readers can quickly get actionable information from a single report. Decision makers and other readers can quickly understand the benefits of a successful implementation of the report recommendations.



WHO SHOULD ATTEND

This workshop is intended for people who need to craft reports which clearly identify the information required by decision makers, guide them to key findings using structured report components, and finally justify the recommended solutions by using critical analysis.

BENEFITS

- **Connect to readers** by empathizing with their needs
- **Improve decision making** by understanding the context of making recommendations
- **Save time** by focusing on the implication and consequences of high impact alternatives

OBJECTIVES

- Identify information required by readers
- Help readers find information by using structured report components
- Justify recommendations by critical analysis of recommended solutions

LEARNING OUTCOMES

Upon completion of the workshop, participants should be able to:

- **Understand** what each individual report component is intended to achieve
- **Appreciate** how the individual components integrate with one another to achieve the ultimate report objectives
- **Craft** reports that convey clearly to readers what the report was intended to achieve, what was discovered, and what needs to be done
- Well equipped on how to win approvals for report recommendations using **oral presentations**.



- **May 11-12, 2026 | Kuching**
- **May 14-15, 2026 | Miri**

REGISTER NOW! < Scan QR code >

METHODOLOGY

- Lectures & Seminar Method
- Skill Practice
- Practical Activities
- Whiteboard interaction



MEET OUR TRAINER:
MR G. SIVALINGAM

Mr. Siva is a leading trainer and consultant in written and spoken communication, specializing in high-level presentations, reports, and business proposals. He helps professionals understand their audience and deliver key messages clearly, especially when working with complex or technical information. His training equips individuals with the tools to make a powerful impression, ensuring their communication drives understanding, engagement, and the desired outcomes.



WHY TRAIN WITH MRS?

- HRDC Claimable & ISO Certified • Corporate & Government Trusted • Practical & Business-focused • Industry-Expert Trainers

LEARNING MODULES

Module 1: Introduction To Report Writing

Storytelling the BIG Picture
Creating the storyboard and flow of the report
Writers' Mindset

Roots of Communication :

- Reader Requirements
- Message To Be Shared
- Context of Situation

Understanding Reader Requirements

- Identifying your reader context with respect to their expertise and point of view
- Matching your reader's requirements to your requirements as a writer
- The importance of identifying assumptions
- Report Key Performance Indicators (KPI)

Learning Outcome:

- Participants should be aware that their viewpoint may not match their reader's viewpoint.
- Activity: Exercise on matching Reader Requirements

Module 2: Report Blueprints & Foundations

Report Types

Report Components

- Introductions, titles, backgrounds
- Analysis, conclusions, recommendations
- Appendices, executive summaries

Learning Outcome:

- Understand the use of the standard report components, and how they fit into the overall flow of the report.
- Activity: Exercise on how title, introduction and background introduce readers to a report

Module 3: Impactful Report Writing

The 3 stage writing cycle of planning, writing and checking reports.

Developing the Report Body

- Developing main report body
- Previewing report sections
- Concluding report sections
- Developing section conclusions

Learning Outcome:

- Able to develop a report body that is organized logically and systematically, to match the report objectives.
- Activity: Exercise on writing report body, sections & conclusions

Module 4: Development of Recommendations

Development of Recommendations

- Critical analysis of potential Solutions/Recommendations
- Decision making tools to select the optimal recommendation
- Presenting recommendations with justifications
- Presenting risks associated with recommendations
- Use of positive language in presenting recommendations

Learning Outcome:

- Able to understand the unique requirements of recommendations, and use critical thinking and decision making tools to select the best possible recommendation, and present it persuasively to decision makers.
- Activity: Exercise on selecting the optimal recommendation

Module 5: Executive Summary & Preparation for Presentation

Executive Summary

- Decision making tool for top management
- Content and organization
- Differences between summaries and abstracts

Learning Outcome:

- Able to write an executive summary which enables a decision maker to make a well informed decision about the recommendations made in a report.
- Activity: Exercise on writing an executive summary

Module 6: Oral Report Presentations

Elements of Presentation Flow

- Opening and Closing
- Organization of Main Body
- Types of Visual Aids-PowerPoint Slides, Flipcharts

Integration of Visual Aids

Learning Outcome:

- Able to present key report findings as a decision-making summary to decision-makers.
- Activity: Exercise on preparing oral presentation

Module 7: Presentation Exercise

Report Presentation

- Team Presentation of Report
- Debrief by Facilitator
- Managing Question & Answer (Q&A) Sessions
- Setting Ground Rules to Control Session
- Methodology for Managing Questions
- Plan Division of Labour Among Subject Matter Experts
- Presentation of United Front to Audience

Learning Outcome:

- Participants should be able to effectively present an oral report.
- Activity: Oral Presentation of Reports

INVESTMENT FEE (Per Participant)

EARLY BIRD RATE (EBR)	NORMAL RATE (NR)	WALK-IN RATE (WR)
RM 1980	RM 2180	RM 2380
Registration received and paid one month before commencement of the course	Registration received and paid after the EBR closing date	Registration within 1 week before the program
CLOSING DATE OF REGISTRATION		
EBR: <i>One month</i> before commencement of the course		NR: <i>One week</i> before commencement of the course

*The fee is not yet inclusive of 8% SST



The Organiser reserves the right to make any amendments that are deemed necessary in the best interest of the workshop.

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Do you intend to utilize HRDCorp Levy for this program? **Yes / No**

Upon submission of this form, I have read and accepted the terms & conditions of this registration

Participant 1

Name :
Position :
Contact :
Email :

Participant 2

Name :
Position :
Contact :
Email :

Participant 3

Name :
Position :
Contact :
Email :

Company :
Address :
.....

Tel : Fax :

Nominating Person

Name :
Position :

Approving Person

Name :
Position :

Invoice Attention to :

Email :

Signature & Company Stamp

Date

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