Learn how to write about technical concepts and ideas efficiently and accurately

Effective Technical Writing
14 April 2015, Rugby, UK

Technical reports are often used as the basis to support critical decision-making within an organisation, so the ability to communicate new ideas, information, proposals or recommendations efficiently and accurately to others is vital.

Many engineers and technical personnel lack confidence in their ability to write about technical concepts and ideas in a language that will be properly understood by the reader; yet the tools and techniques associated with this skill can be learned and developed.

This practical course is suitable for anyone needing to produce accessible written materials on a technical topic. It takes you through each step from identifying the target audience and their needs; planning, structuring and writing your report; through to presenting the final document.

Learning outcomes
The course will help you to:

■■ communicate your ideas efficiently and accurately to others in a language that will be properly understood by the reader
■■ identify and understand your audience
■■ use best practice in structuring and writing your document
■■ present your final report with confidence

Who will benefit
Engineers or technical personnel at all levels, who are required to produce written work on a regular basis.

Course outline
■■ identifying and understanding your audience
■■ using best practice in structuring your document:
  ■■ gathering appropriate information and data
  ■■ deciding on a suitable layout
■■ writing clearly and concisely:
  ■■ plain English – what is it and why is it important
  ■■ jargon and clichés – bad habits to avoid
■■ choosing the right diagrams and graphics to support your content
■■ revising and checking your draft effectively; common mistakes to avoid
■■ presenting your final report

“The course made me realise a number of things I did daily and took for granted were actually wrong.”

Grimley Smith Associates

“The course had a good balance of philosophical concepts and practical focus on core skills.”

KPMG
Course presenter

Dr Jamie Cleaver PhD CEng FIChemE

Jamie’s background as a lecturer and his extensive experience of chemical engineering employers and the workplace give him a unique perspective as a trainer and facilitator of soft skills for chemical engineers.

He has a strong technical background, with a first degree in chemical engineering from the University of Surrey and a PhD from the University of Cambridge. After his PhD he followed a natural path into academic research and spent 16 years lecturing chemical engineering at the University of Surrey. Through coordinating the professional training placement scheme for chemical engineering students, he was able to see first-hand the huge potential benefit to individuals and organisations that could be achieved by professional skills training, and identify the specific skills required. His skills training is enhanced by direct experience as an employee with BP, Cargill, Air Products and by several consultancy roles.

You may also be interested in

Creativity for Chemical Engineers
www.icheme.org/creativity

Effective Communication for Engineers
www.icheme.org/interpersonal

Managing Cross-Cultural and Virtual Teams
www.icheme.org/crosscultural

Mentoring for Chemical Engineers
www.icheme.org/mentortraining

New to Management
www.icheme.org/ntm

Venue

IChemE, Davis Building, Railway Terrace
Rugby, CV21 3HQ, UK

Tel: +44 (0)1788 578214
www.icheme.org

Fees

IChemE member   £400 + VAT
Non-member   £500 + VAT

Discounts

Discounts are available to companies booking more than one place:
2 places – 5% discount
3 places – 10% discount
4 or more places – 15% discount

Multiple places must be booked at the same time to qualify.

How to book

Register online at www.icheme.org/etw

Complete and return the registration form by email to ar@icheme.org or by fax to +44 (0)1788 560833

More details

Visit: www.icheme.org/etw
Tel: +44 (0)1788 534431
Email: courses@icheme.org

Accommodation

Accommodation is not included in the delegate fee. The Rugby Central Travelodge is just a five-minute walk from our office and located close to the railway station.

www.icheme.org/etw

CPD 6 hrs

Maximum duration for CPD recording

In-company training

If you have several colleagues interested in this course, why not consider running it in-house?

For a quote or to discuss your requirements contact courses@icheme.org
Registration form

Effective Technical Writing

Complete this form and return it by email to ar@icheme.org or by fax to +44 (0)1788 560833

I wish to book a place on the Effective Technical Writing on 14 April 2015, Rugby, UK

I am a member of IChemE: □ Yes □ No  membership number:

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Email (for pre-course correspondence): ............................................................................................................................... 

Method of payment (payment must be received in full before the event date otherwise admission cannot be guaranteed)

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Cancellation policy

Cancellations received in writing 28 days prior to the event will be subject to an administration charge of 10% of the fees plus VAT where applicable. No refunds will be given for non-attendance or cancellations received less than 28 days prior to the event. Substitutions are welcomed at any time. We reserve the right to cancel or alter the programme.

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