

Preamble:

The Institution of Engineers Tanzania (IET) has been running the Technical Report Writing Course for many years. The objective is to give Professionals in the Technical field the skills necessary to enable them write good report. Secondly, to give clear guidelines on how to produce readable, logical and concise reports which clearly communicate innovative ideas and complex information and data to technical and non-technical readers and alike.

1.0 Objectives

The objective is to enhance report writing skills of practicing engineers and other professionals with respect to preparing documentation, information and persuasive types of writing reports.

2.0 Course content

- a. Primary forms of written communication in business and their importance.
- b. Types and qualities of good report.
- c. Structure and style of a good report.
- d. How to tailor your report to achieve its objectives and expectations of its audience?
- e. Key stages of the report writing process
- f. How to plan your work?
- g. How to collect information for your report?
- h. How to draft, revise and edit your report.
- i. How to package and present your report.

- j. Basic tools to enable you improve your writing skills.

3.0 Target Group

- a. Technicians
- b. Graduate engineers
- c. Professional engineers
- d. Executives
- e. Technocrafts
- f. Supervisors
- g. Managers
- h. Head of departments

4.0 Course fee structure

The course fee structure are as follows:

- ✚ IET Members - TShs. 250,000/-
- ✚ Non Members - TShs. 300,000/-
- ✚ Virtual - TShs. 150,000/-

5.0 Mode of payments

Banking details are as shown below;

- ❖ CRDB Bank PLC., PPF Tower Branch
A/C No. 01J1042971100
- ❖ NBC Samora Branch A/C No.
012103002999
- ❖ **Name of Account:** The Institution of Engineers Tanzania
- ❖ **Proof payment:** Please send proof of payment through the following e mail institutionofengineerstz@gmail.com or WhatsApp No. 0738 133778

5.0 Award

- i) A soft copy Certificate of Training will be awarded on successful completion of the course.

- ii) **Professional Development Units (PDUs) will be accredited by Engineers Registration Board (ERB). Continuous Professional Development Programmes are mandatory for all practicing professional engineers for the purpose of renewing Practicing License**

6.0 Facilitator

Eng. Dr. Leonard M. Chamuriho, PEng, MIET, University of Tokyo PhD (1997), University of ILLINOIS at Urbana – Champion MSc (1992), University of Dar es Salaam, BSc Engineering (1989), Former Minister- Ministry of Works and Transport, CEO - Tanzania National Construction Council (2013-2015). Currently Member of Parliament

Extension services by the facilitator will be provided, upon request. Such extension services are meant to help the participants to prepare better professional reports related to their specific work requirements. The services will include information gathering, research, editing and revision of draft.

8.0 Venue and dates

Date: 1st –2nd June, 2023 (2 days)
Venue: Dodoma.

8.0 Confirmation

Confirmation of submitting applications will be 26 May, 2023.

TENTATIVE TIME TABLE

TIME	EVENT
DAY 1	
0800-0830	Registration of participants
0830-1000	<ul style="list-style-type: none">• Introduction to the course• Types, goals and qualities of good reports
1000-1030	HEALTH BREAK
1030-1300	Report writing process - Information gathering Drafting Exercises - Information gathering and drafting - Structure and Style
1300-1330	LUNCH BREAK
1330-1600	Report writing process - Revising - Editing and proof reading Exercises Drafting, revising, editing and proof reading
DAY 2	
0800-1000	<ul style="list-style-type: none">• Ancillary elements of formal report- Producing reports
1000-1030	HEALTH BREAK
1030-1300	Individual assignments: preparing a short report
1300-1330	LUNCH BREAK
1330-1600	<ul style="list-style-type: none">- Individual assignments (continued)- Individual consultations and counseling- Q & A
1600-1610	Closing remarks

REGISTRATION FORM

PROFESSIONAL DEVELOPMENT COURSE ON REPORT WRITING, PAPER WRITING AND PRESENTATION TECHNIQUES

1ST – 2ND JUNE 2023

PERSONAL PARTICULARS

Name: _____

Designation/Position: _____

Organization: _____

Address: _____

Tel/Mob: _____

E-mail: _____

Please send us your proof of payment and registration form to:
Executive Secretary,
Institution of Engineers Tanzania,
Office Accommodation Scheme (OAS) building,
6th floor, CRDB Azikiwe Street, P.O. Box 2938,
Tel (+255) 22 2124265
Mob: 0755 024 369, Dar es Salaam, Tanzania
Email: trainings@iet.or.tz,
institutionofengineerstz@gmail.com
Website: www.iet.or.tz

ANNOUNCEMENT OF A PROFESSIONAL DEVELOPMENT COURSE ON

TECHNICAL REPORT WRITING, PAPER WRITING AND PRESENTATION TECHNIQUES



Date: 1st – 2nd June, 2023
Venue: DODOMA