أكاديمية الزمالة العربية البريطانية

Arab British Academy Fellowship

A.B.A.F

Computer maintenance standards

Objectives

- The participants' definition and understanding of technical reporting techniques.
- Awareness of the concepts and importance of technical reports in decision support.
- Participants were given practical skills in preparing and writing reports.
- Training participants in the use of computers in writing professional reports.
- Practical training on process reporting and decision support.
- Training and discussion on the benefits and advantages of quality financial reports.
- Basics of building and preparing professional reports
- Practical application on realistic and practical situations in writing reports
- Developing professional abilities in computer reporting.

Who Should Attend?

- Health and Safety Managers

- Field supervisors

- Engineers and specialists in safety

- Webmasters and anyone who requires a better knowledge of the rules and regulations of safety requirements in the workplace.

Seminar Outline

DAY 1

- Benefits and benefits of reports
- Importance of professional reports
- I am professional

DAY 2

- Preparation stage
- Define the goal of the report reader
- The material that will determine the preparation of the report
- Practical cases

DAY 3

- Professional vision that simplifies the writing of reports
- Test the report writing indicators
- Details of the report
- Practical cases

DAY 4

- Official correspondence
- Official reports
- Presentation, summarizing and reporting skills
- Practical cases

DAY 5

- Using the computer in the preparation of reports
- Characteristics of the technical report and its clarity
- · Skill writing and clarity of report
- Practical cases

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