



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Maintenance and preparation of reports using computer

## 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

- Application of formal and objective rules and principles of written communication in the preparation of different types of reports, notes, administrative letters and minutes of meetings.
- Applications to use the appropriate statistical and data methods in presenting the contents of the report using the computer.
- Technical skills for the preparation of technical or administrative correspondence.
- Technical skills for writing minutes of meetings.
- Reports and messages and their importance in administrative work
- Administrative writing as an effective means of communication
- The role of administrative writing in simplifying procedures
- Practical applications on administrative writing
- Applications (reports, messages, records, notes)
- Conditions for writing reports
- Successful writing applications for reports, messages and memos

### DAY 2

- Language drafting skills in preparing letters, official notes and reports
- How to prepare notes and the difference between formal and informal notes
- Planning and organizing reports to reach results and make recommendations
- 10 skills to improve your writing style.
- 8 steps to overcome loss of ideas when writing starts



### DAY 3

- 5 language writing skills in reporting.
- The practical application of reporting using the software systems ready for the computer
- Presentation and discussion skills
- Applications display the reports by CNC

### DAY 4

- Applications on writing technical reports
- How to prepare technical reports

### DAY 5

- Planning and organizing technical reports to reach results and make recommendations
- Attachments of technical reports (maps - charts - ...)





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