PICTORIAL DOCUMENTATION REPORT

DEVELOPING TECHNICAL WRITING REPORT

FOR

KYOCERA TELECOM EQUIPMENT (M) Sdn. Bhd.

Date : 11TH & 12TH APRIL 2013
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Certified Trainer by PSMB – TTT 4757

PARTICIPANTS

WELCOMING THE PARTICIPANTS AND SHARED THE TRAINING OBJECTIVES
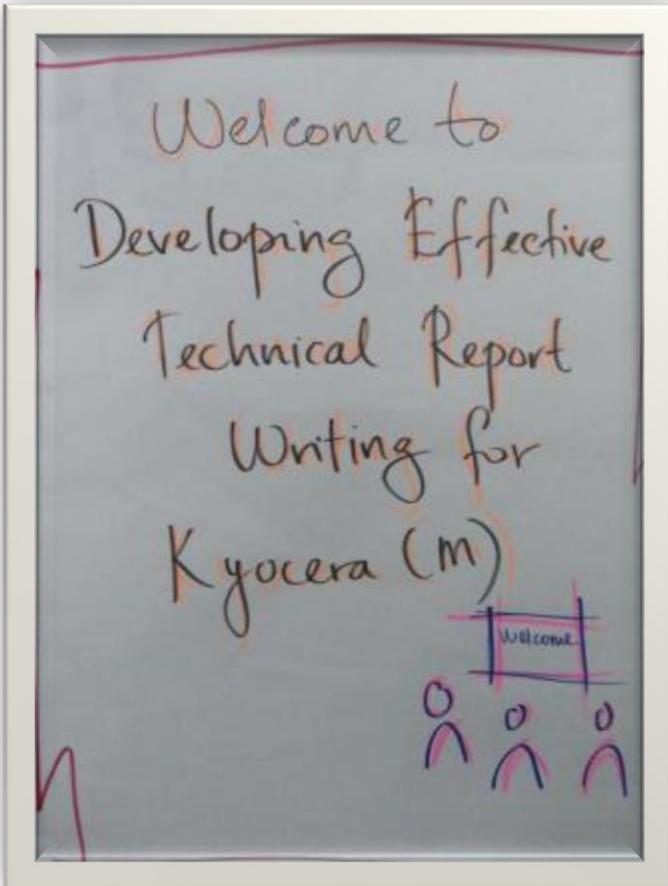

what technical writing is

what technical writing looks like in the content areas

how to assess technical writing

Creating a standard template for the organization

how to integrate technical writing into your content area

The session was started with an Ice breaking session and self introduction by participants

Self Introduction
(1) Name
(2) Department & position
(3) No of years service
(4) Personal sharing
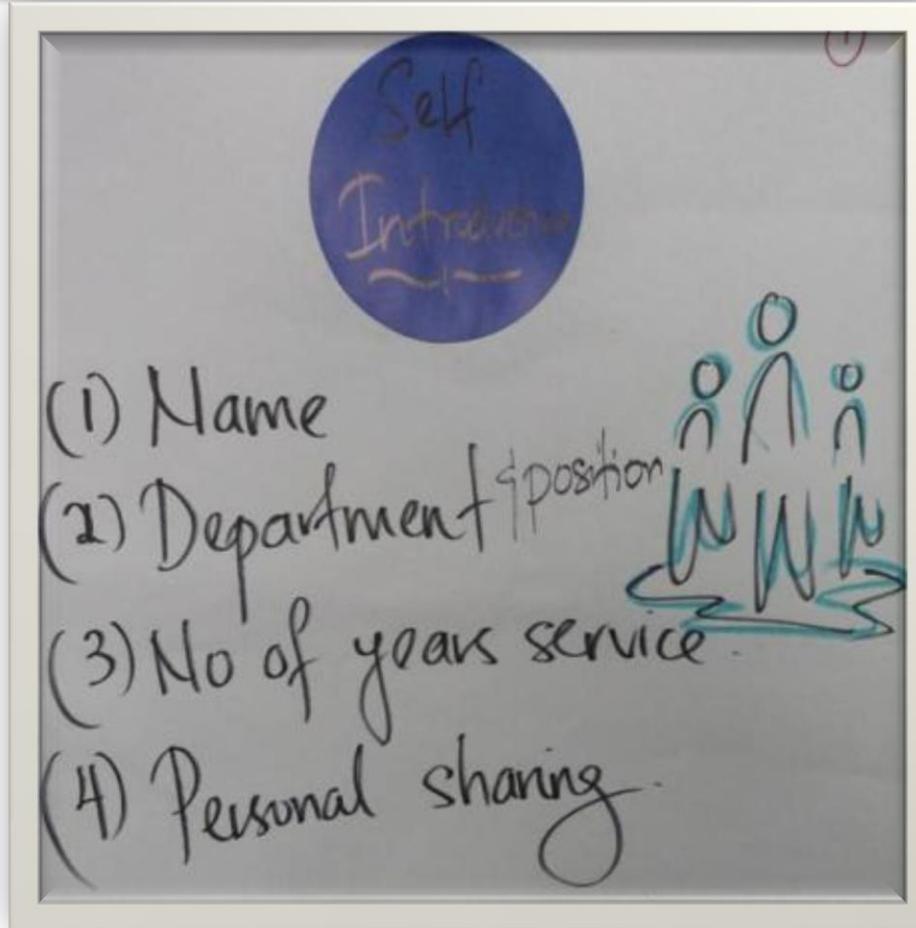
DEFINING THE TRAINING GROUND RULES
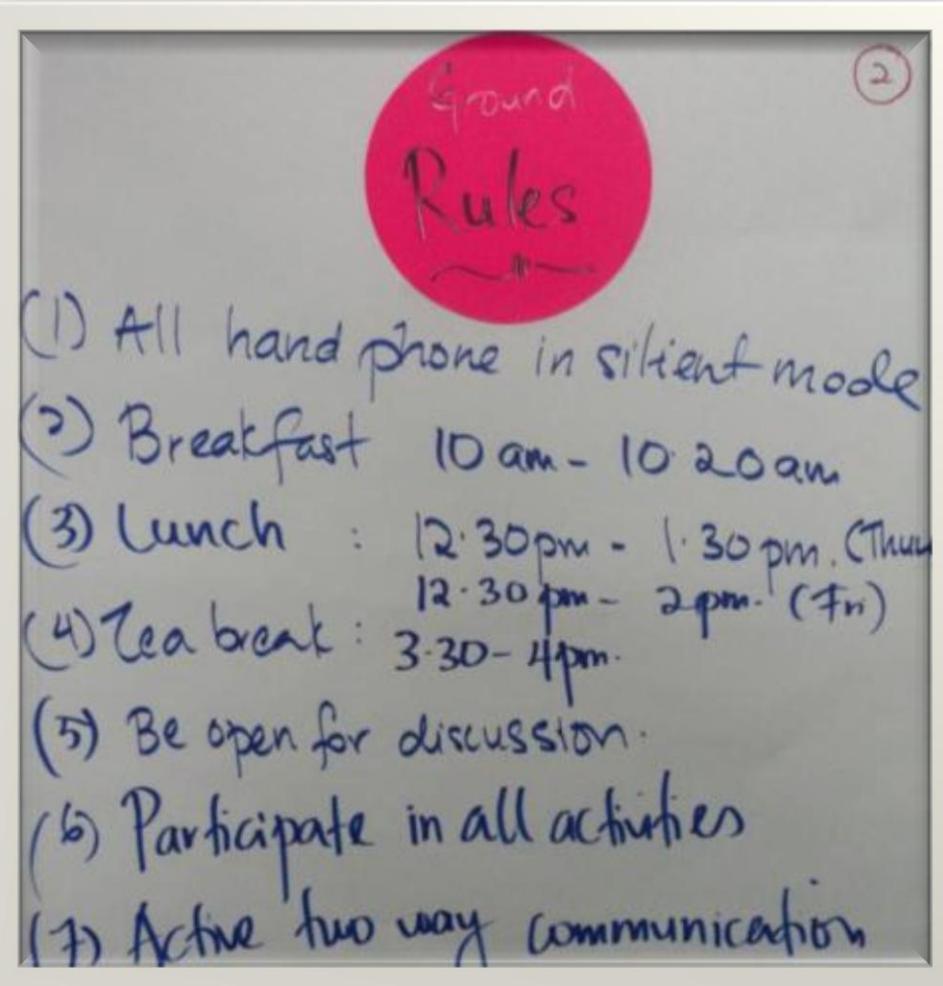
Participants shared their training Expectations


Training Expectation

(1) The right report writting.
(2) The right structure report for my work area.
(3) How to make report summary.
(4) Project basis report writting ✓
(5) Daily report ✓
(6) To learn the structured way of sending information

(7) To have a standardise report applicable by all. today
(8) Learn how to make analysis.
(9) Learn how to do report that is readable/understandable by reader.
(10) To gain knowledge.
(11) To know what is Tech. Report ✓
(10) Machine status report.
(13) The common mistakes.
(14) To create a good report that has all information

Synopsis of a Technical Report Writing

Shared the participants the synopsis of writing a technical report and the underlying meaning of KISS
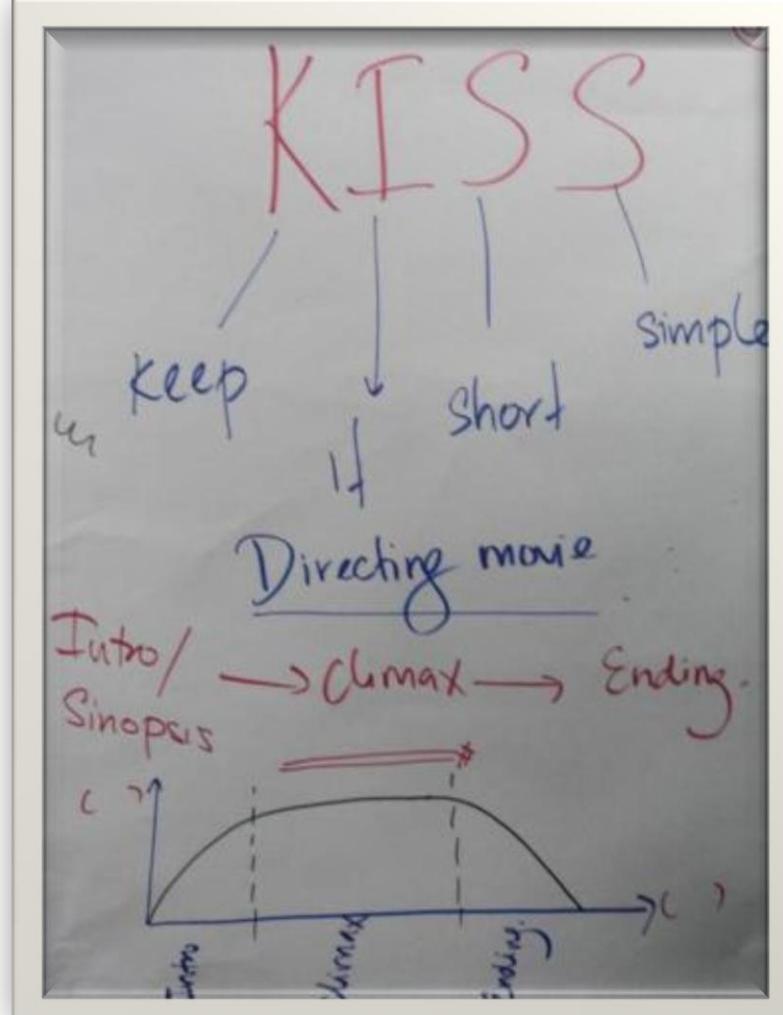
Introduce the types of technical writing and class activity 1
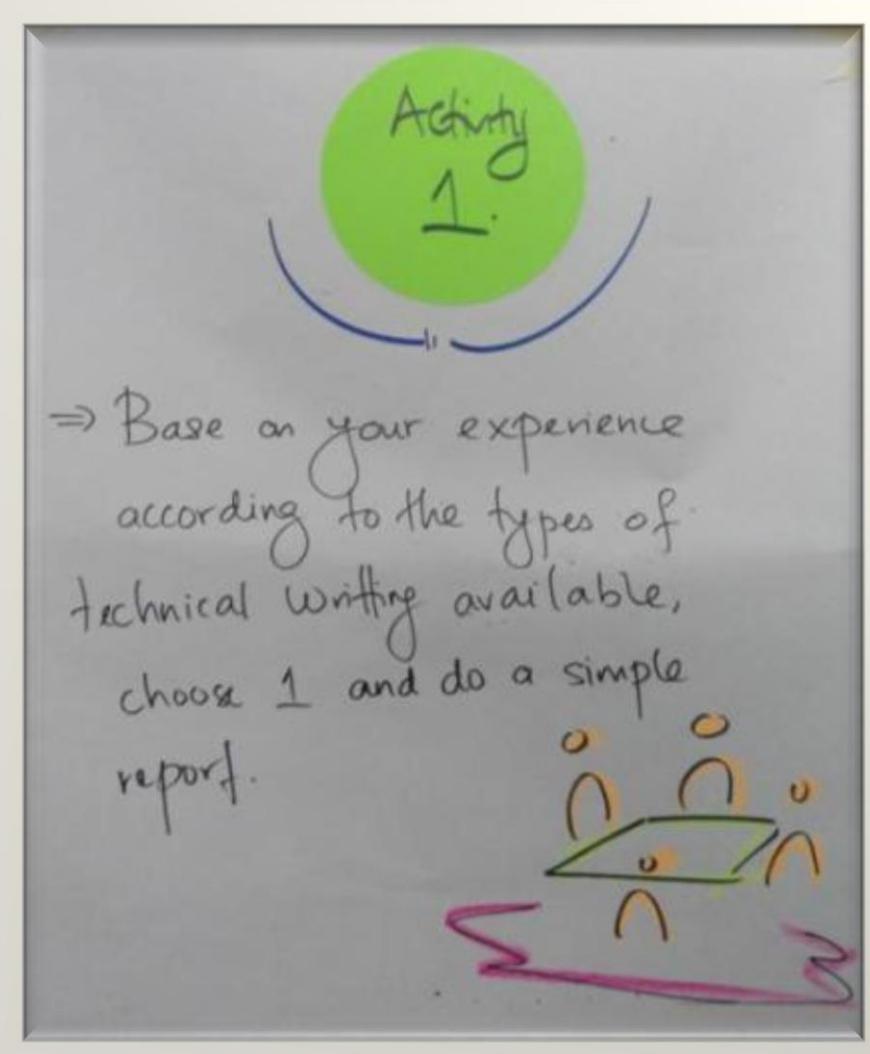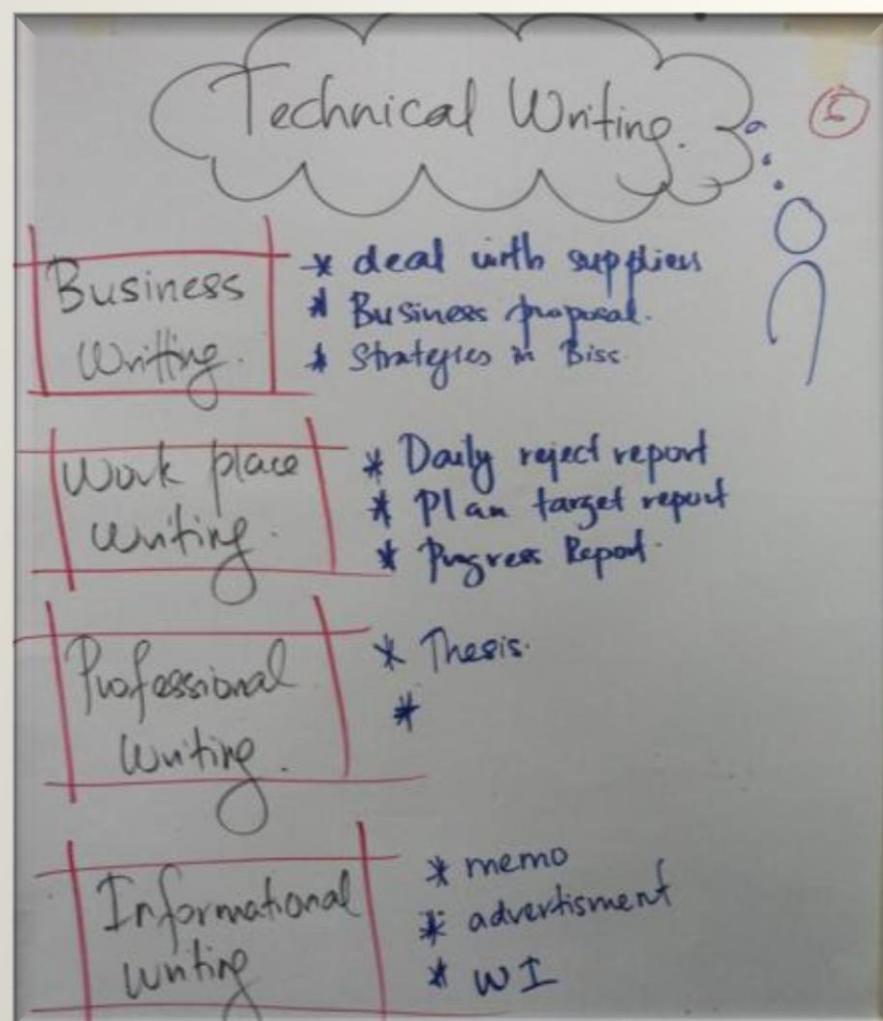
Impression of the participants work

Impression during the activity

Activity 2 – participants to share an action plan that is currently in use at their work place
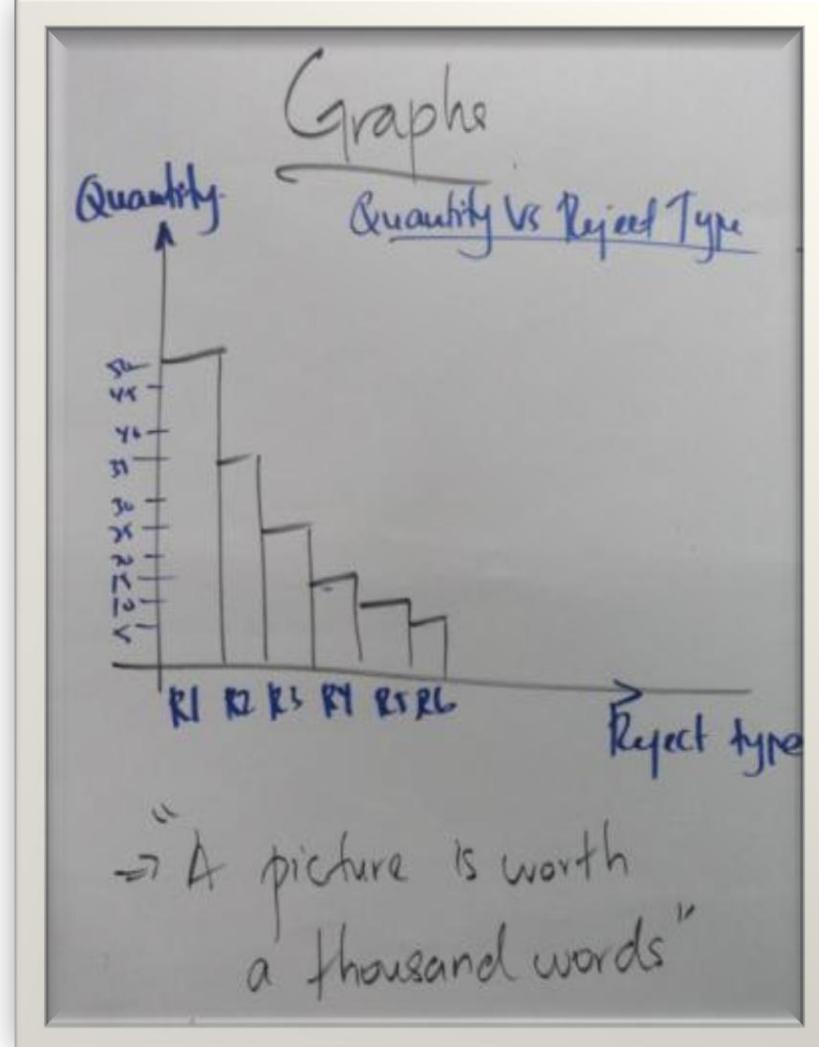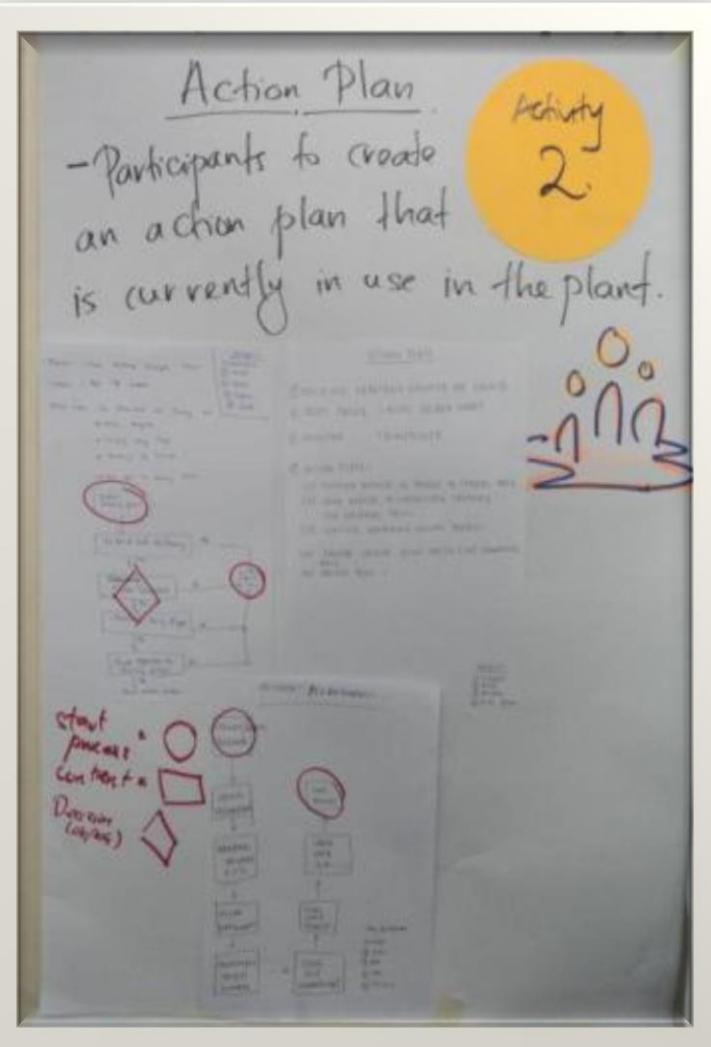
Impression during the activity

Feedback of day 1

Feed back Day I

(1) Training memuaskan / belajar
(2) format baru.
(2) Interested on the Technical Writing and Action plan topic
(3) Trainer communication and activity was good.
(4) Learned about 4 types of Technical Writing.
(5) Manage to improve self confidence and idea sharing.

(6) Presentation is clear. Request to share about "Pie Chart".
(7) Increase my knowledge. Request for more exercise.
(8) Good. A lot examples given that is related to work environment.
(9) Learned the structured way of doing the report and team work among participants was good.
(10) Learned and able to differentiate between report and information.
(11) Happy with new learnings.

(12) Strengthen the bond among the senior and junior staffs.
(13) Able to understand many type of report available.
(14) Learned looking at problems at different perspektif angle and the basic skills needed by a tech report writer.
(15) Importance of out of the box thinking for good use.
(16) Key learnings is technical report if applicable/readable by all levels if a good report is done.
(17) Training content was good & sufficient for the needs of all participant

Request by participants for 2nd day training

Request

(1) Format Action Plan.

(2) Investigation Report

(3) Improvement activity report

(4) Progress report for maintenance

(5) Training report for attending training

(6) Defect format and do pie chart

Day 2 training
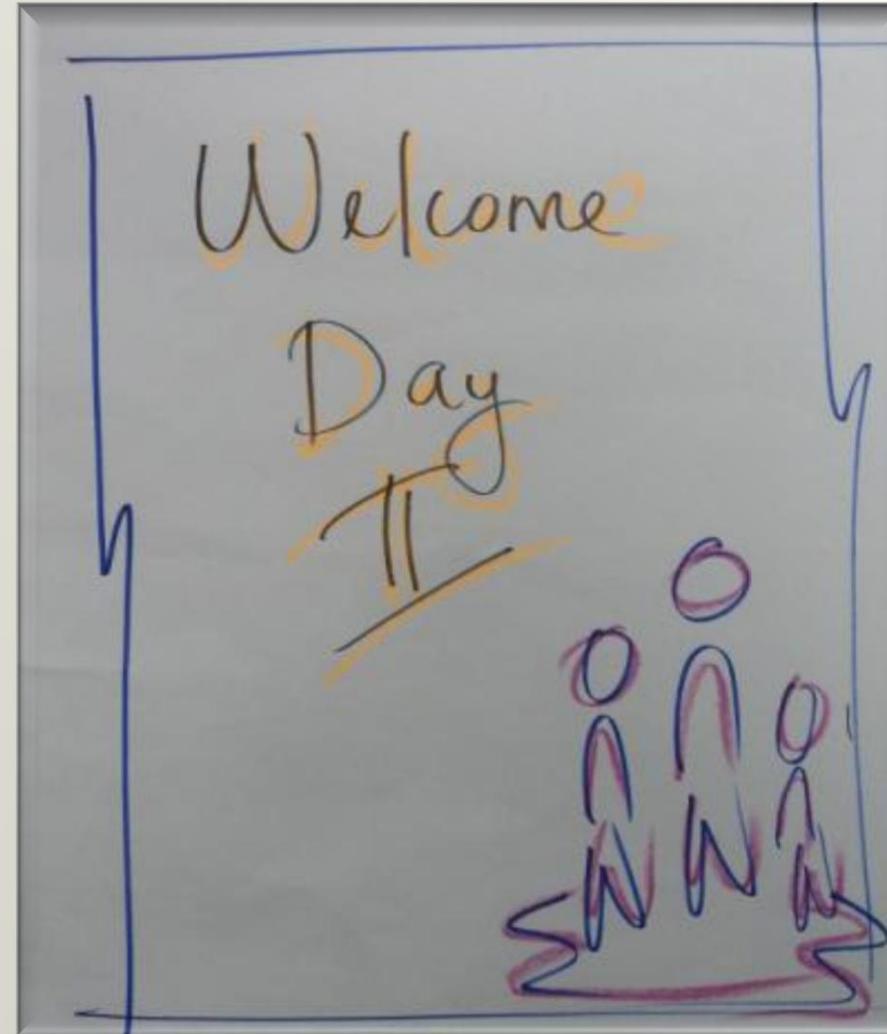
Understand what is needed in participants report and who are their readers
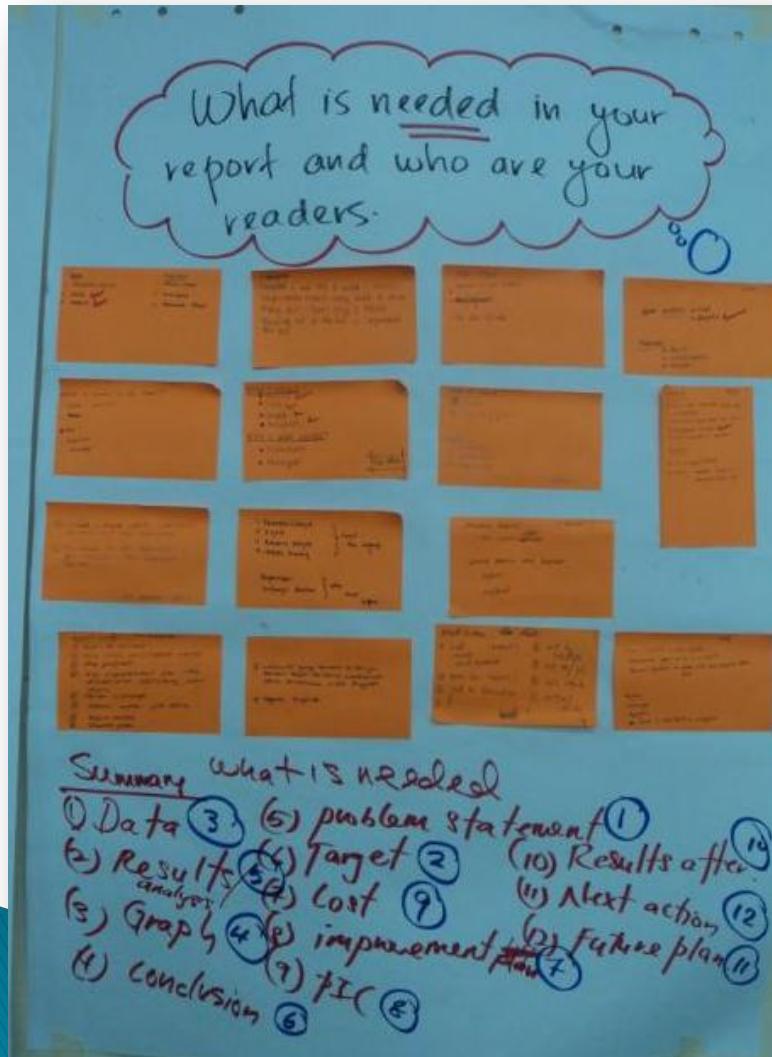
Developing the technical report writing standard for KYOCERA
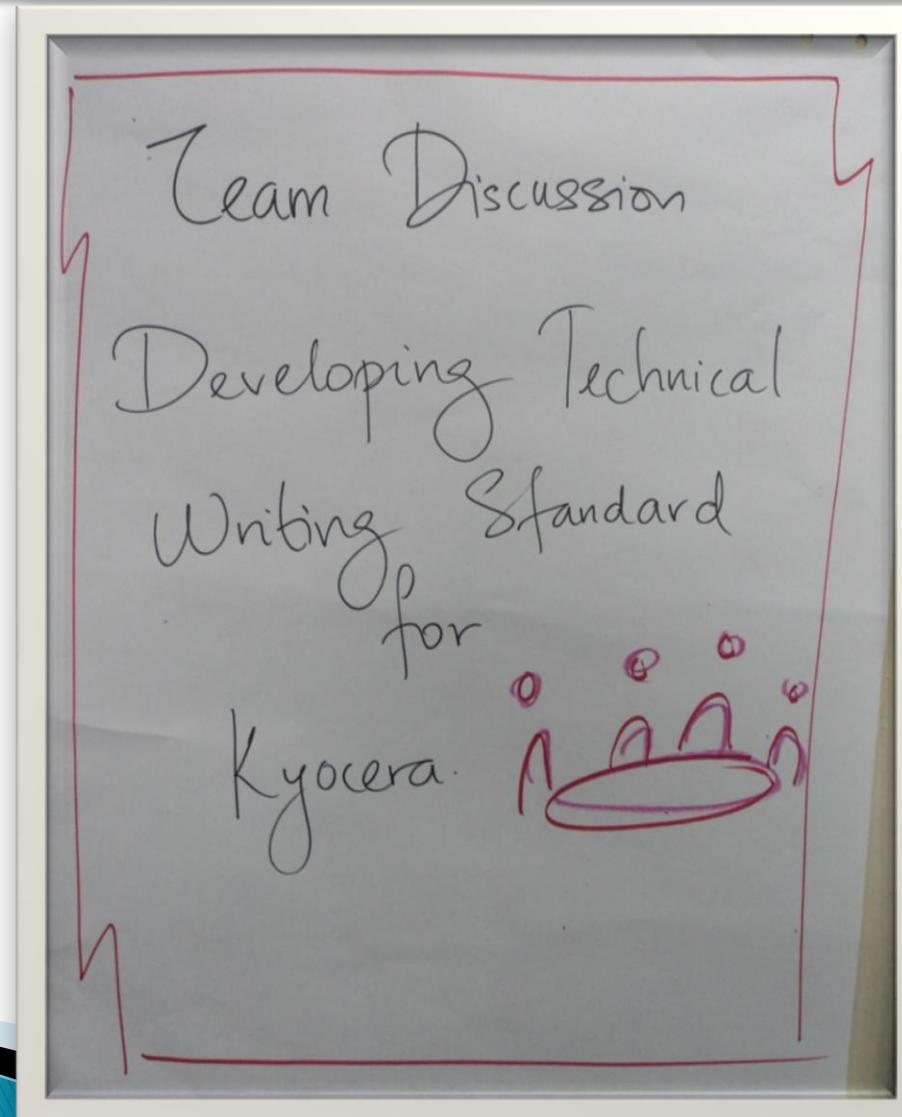
The discussed and defined standard
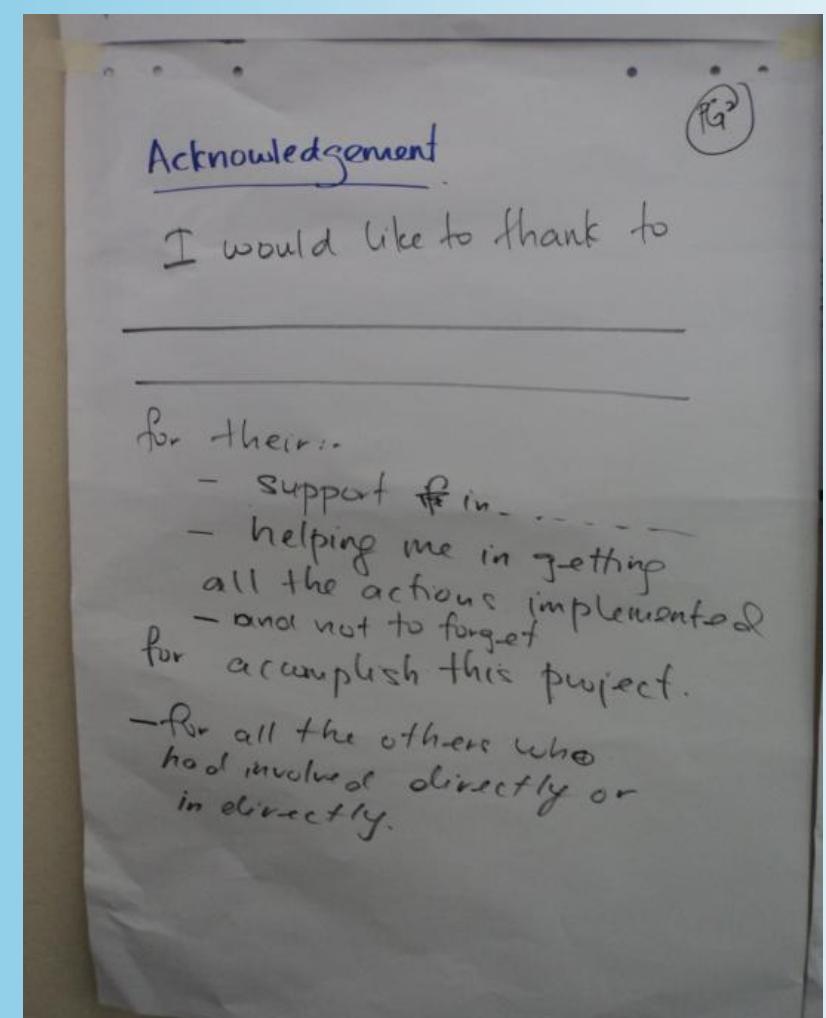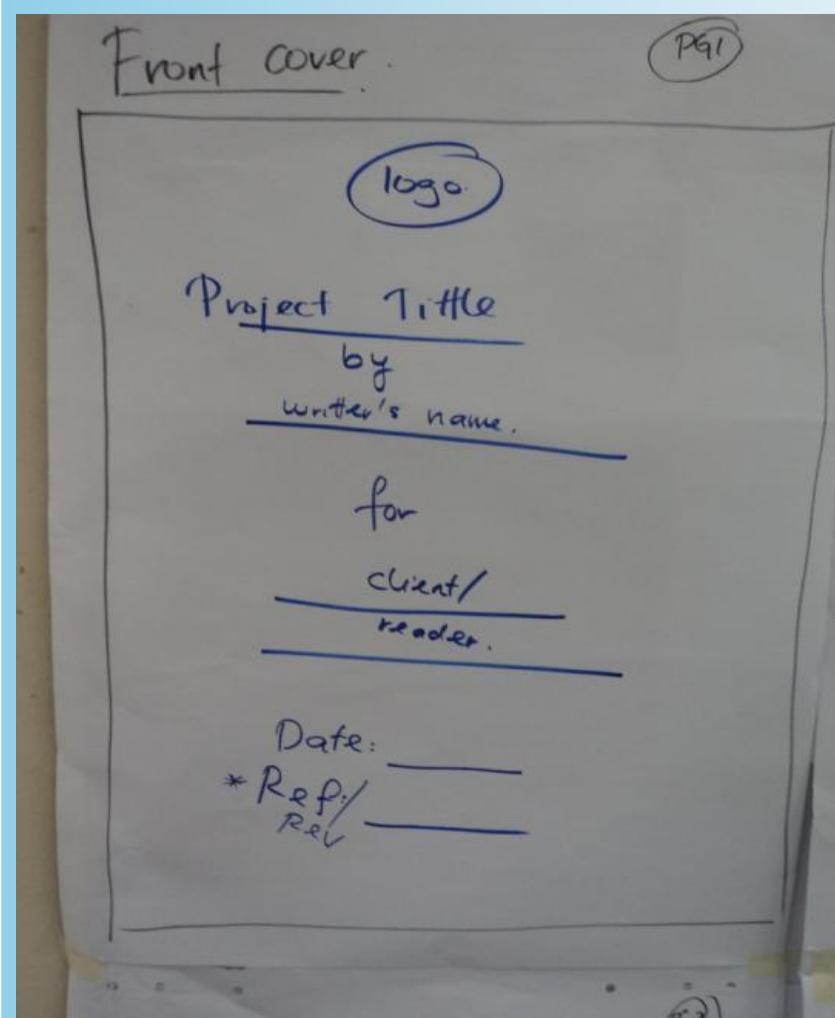
The discussed and defined standard

Summary (PG3)

Brief = 1/2 - 3/4 page.

* After all the data collection/analysis is done.

Content list (PG4)

No	Content	Page No.
1		
2	topic 2.1 sub topic 2.2	
3		
4		
5		

Introduction (PG5)

This project/report is aim for conducting an experiment/studies on the _____

→ Brief history.
   → what happen?
   — where happen
   — what is the consequences/ impact

The discussed and defined standard

The discussed and defined standard

The discussed and defined standard

Participants created a report base on actual problem in the plant
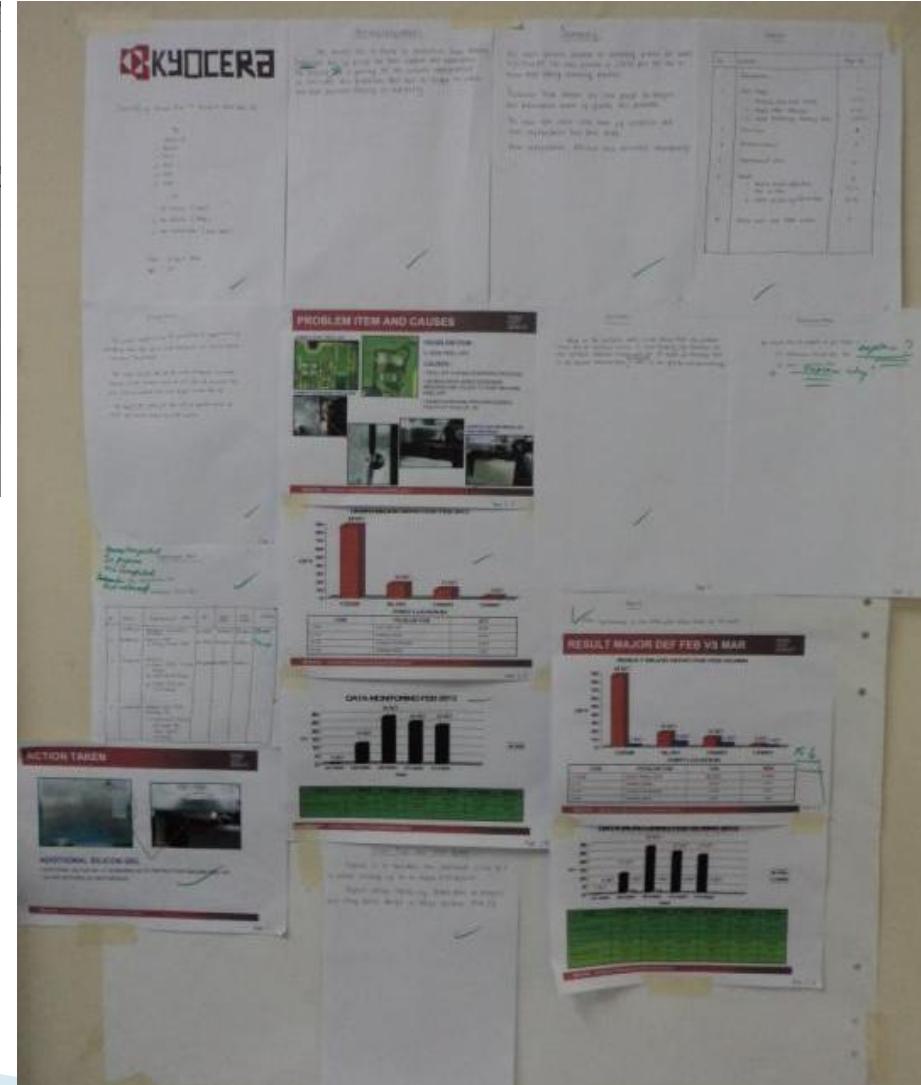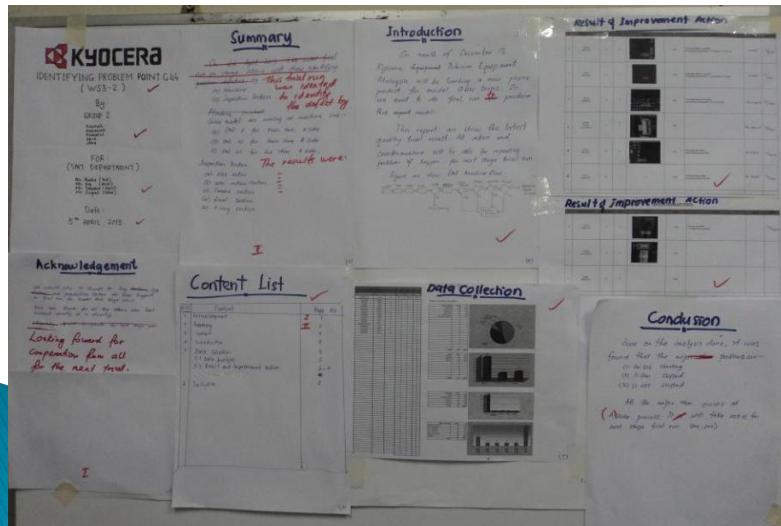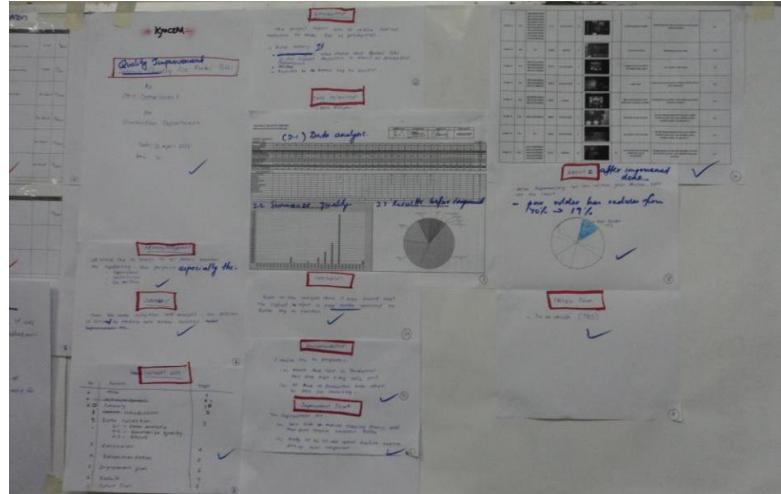
Participants feedback after developing the standards
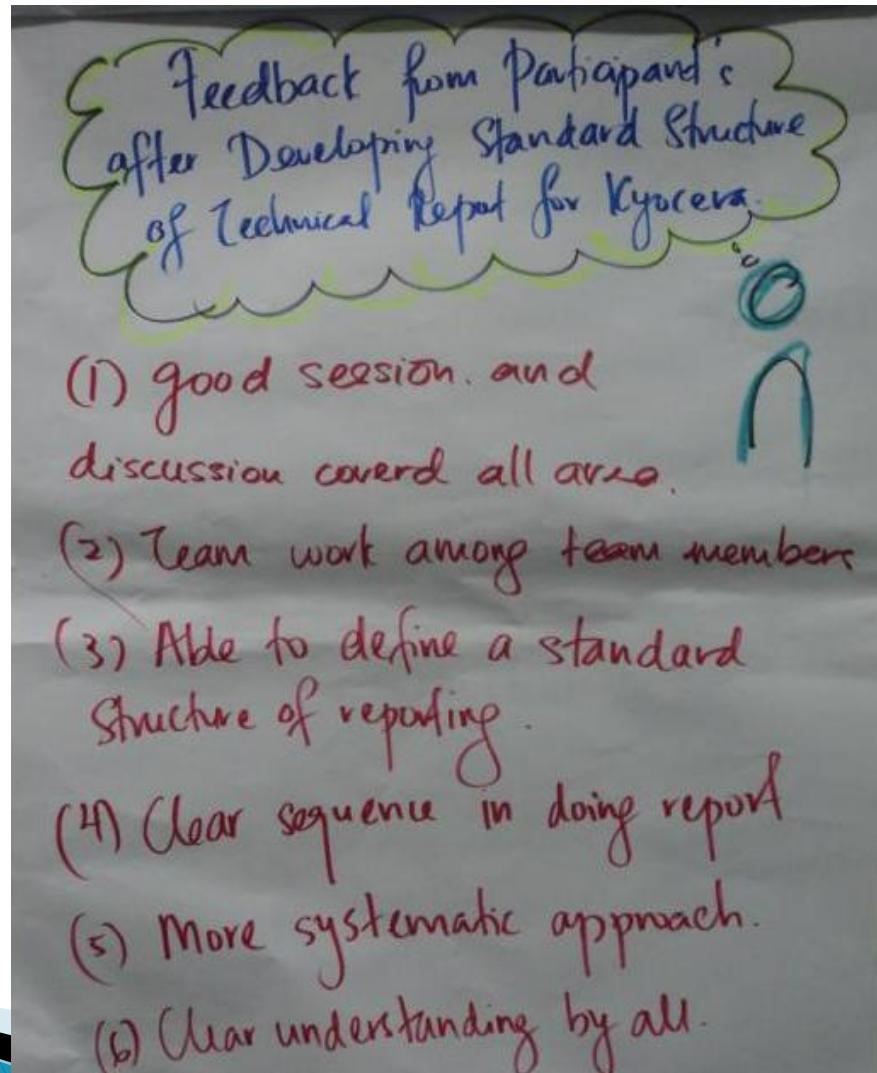
Impression during the brainstorming by participants

Realizing participants strength and weakness

Johary's Window

Transparent character.

You know

Your Secrets/
your hidden character.

Other's know

Other's don't

How people see you/
how people judge your behaviour.

Only GOD knows :)

You don't

Day 2 – training feedback

feedback on Day II

(1) A good training session and meet my expectation.

(2) Trainer was good managing the class and shared many new experience.

(3) Good activityies that involves alot brain storming.

(4) New experience in learning the report writing and can implement at work place.

(5) Fun learning process.

(6) Reports can help me in my work.

(7) Mixing the team was a good idea as able to mingle among the participants.

(8) Delivery of training by trainer was understandable, short & simple

(9) People from different department working together in a team could generate better and Good ideas.

Day 2 – training feedback

(10) More confident.
(11) 2 days was short session, but trainer was delivering the training content very precise. (excellent)
(12) Training was good. Adaptable at work place.
(13) Avery one learned the puper technical writting repat and was able to deliver the content.

(14) Trainer was delivering his knowledge with sincere and participant was able to learn, adapt and apply the learning's for better improvement.
(15) Never done a puper report before. But now could do a good report.
(16) Training structure was good. Training/class room layout is good. Selection of activities/music are different from othere

For further information, please do not hesitate to contact:

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