



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



TECHNICAL WRITING & REPORTING TRAINING

Efficient and effective Technical Report helps management easy to understand the operations processes. Technical report writing involves creating a clear, concise and accurate document that details a technical project's process, results, or solutions for a specific audience. Key steps include defining the report's purpose and audience, creating a logical outline, writing a detailed draft, and then refining and proofreading it for clarity, accuracy, and proper formatting.



WHO SHOULD ATTEND

- Engineers (Production / Process / Quality / Maintenance), Supervisors & Technicians
- QC Inspectors and Analysts
- Anyone responsible for writing or reviewing technical reports

OBJECTIVES

- Understand the structure and purpose of technical reports
- Apply logical, factual and concise writing techniques
- Present technical data, findings, and recommendations effectively.
- Use visual aids (charts, tables, photos) to support analysis
- Standardize report formatting for quality, production, and maintenance use.

ADMINISTRATIVE DETAILS

Date : **January 1 - 2, 2026**
(Thursday-Friday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**
No. 1 & 3, Jalan Kencana Mas 1/1,
Tebrau Business Park III,
81100 Johor Bahru, Johor

Fees : **RM 1,215.00 (FMM Member)**
RM 1,350.00 (Non member)
The fee inclusive Service Tax at 8%
(SST No: W10-1901-32000105)

Closing Date : **December 18, 2026**
(Thursday)

Training Provider : **FMM Institute Johor**
MYCOID: 475427W_JOHOR

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



COURSE CONTENTS

MODULE 1: Introduction to Technical Report Writing

- What is a technical report?
- The Technical Reports are particularly important to manufacturing & engineering operations
- The Internal and External users and readers of technical reports.
- The technical reports are generated by the following departments.
 - i. Production
 - ii. Quality
 - iii. Research and development
 - iv. Maintenance/breakdown
 - v. Tests and Analysis/Improvement/Investigation reports

MODULE 2: Report Planning and Data Collection

- Established the report objective and the readers
- Defined the scope and required data to make the reports useful
- The Data Sources such as Maintenance records; Quality achievement records; production achievement records
- To sort out, arrange the DATA logical sequence and make references.

PRATICAL WORKSHOP: PLAN A SHORT REPORT ON A REAL FACTORY ISSUE.

MODULE 3: The common Standard Report Structure and Format

- Title page - The report subject matter
- Executive Summary - Brief, objective, precise, specific of the report
- Introduction / Background of the subject matter
- Methodology / Procedure used in carrying out the exercises to arrive at the reports
- Data & Results - field data / information / resources
- Conclusion
- Recommendations
- Appendices - for cross reference DATA

MODULE 4: Writing Techniques and Language Use

- Factual, clear, concise, specific and simple language to ensure the targeted users / readers will understand the report
- Avoiding technical jargon.
- Tone and formality in technical writing
- Common grammar and phrasing errors in technical documents
- Converting raw data into sentences

FACILITATOR

Mr. Tee Tuan Chuar, who has 20 years of training and consultancy experiences. He has wide extend of industrial experience ranging from general operations management. He is also been trained and conduct training in ICOP COMPLIANCE AND ROAD SAFETY – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM. A regular and sought after forklift safety operations training.



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COURSE CONTENTS

MODULE 5: Presenting Technical Data Effectively

- Using tables, charts, and graphs correctly
- Labelling and referencing visuals
- Summarising numerical data
- Visual presentation of resources collected such as defects, downtime , or yield
- Integration of photographs or diagrams for easy understanding

MODULE 6: Root Cause and Corrective Action Reporting

- Applying analytical tools in reporting
- 5 Whys
- Fishbone Diagram (Ishikawa)
- Pareto Chart
- 8D Report Format
- Writing corrective and preventive actions clearly linking findings to evidence

MODULE 7: Reviewing and Finalizing Reports

- Proofreading checklist
- Peer review process
- Practical: Write a short technical report based on a case scenario (e.g, machine failure or product defect)
- Presentation and trainer feedback.



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TECHNICAL WRITING & REPORTING TRAINING

JANUARY 1 - 2, 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. AinEmail : sabrina@fmm.org.my / astri@fmm.org.my/ nur_ain@fmm.org.my

Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

Fees: ☐ **FMM Member: RM 1,215.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))☐ **Non Member: RM 1,350.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:
2.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:

*(if space is insufficient, please attach a separate list)***Disclaimer**

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Tin No. : C10626805080**BRO No. : 475427-W****SST No. : W10-1901-32000105****Submitted by:**

Name: _____ Email: _____

Designation: _____ Tel No: _____ Moblie No: _____

Company: _____ Address: _____

Tin No. : (Company Tax Number)	Business Registration No. (New/Old)	SST No (If Applicable):
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Company Stamp & Signature: _____ Date: _____