



### Workshop on Technical Report Writing Skills for Oil & Gas Industry

June 23 –27, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 20 – 24, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N400, 000 per Participant

For online: Delivery via Zoom

Online course fee: N350, 000 per Participant

Available for In-plant Training

800 U\$D for foreign  
Participants

#### Program Overview:

The need to translate complex findings, analysis and recommendations for effective decision-making during projects, maintenance, turnarounds, construction or operations makes technical writing skill a must for every technical manager or engineer. Therefore, effective communication by reporting within a company and also externally to clients can lead to substantial cost savings and avoid legal and contractual problems when information is conveyed clearly, accurately and reporting is done properly.

Writing for work-related purposes ought to be brief, clear, informative and, above all, readable. In this practical hands-on course, participants will gain a solid foundation in technical writing skills.

Examples and exercises will provide participants with hands-on experience. You may choose to bring a sample of your technical writing for one-on-one feedback.

#### **For Whom:**

This program is designed for Managers, engineers, executives and technicians who need to write, edit, or evaluate technical documents and proposals that are clear, concise, and professional relating reports, procedures and test results in the Oil & Gas industry

#### **Learning Objectives:**

At the end of the program, participants will be able to:

- focus on the reader as the receiver of the information;
- develop quality writing that will improve business relationships and communication;
- structure and write technical documents that are precise, clear, and concise;
- create meaningful content that can be understood and used by clients or management;
- persuade readers, clients and company management to accept or act on your proposals or reports;
- instruct readers, subordinates and direct reports to accurately follow your procedures;
- review sample reports for project management, maintenance and repair, inspection and construction activities; and
- avoid common pitfalls in technical report writing.

#### **Course Outlines:**

##### **Day 1: Understanding the fundamentals of Technical Writing**

- Why technical Writing?
- attributes of a good technical writing
- Purposes of technical writing
- Benefits of technical writing
- Aspects of technical writing - content, form and style, clarity, and language
- Types of writing
- The offshore Oil / Gas Industry – its special needs
- Preparation, audience general format
- Aims, objectives, style
- Information handling techniques
- Appearance
- Format
- Drafting and Planning
- Purpose of research and accuracy
- Organizing information

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com): Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Time management in Technical Report Writing
- Class Exercise: Types and samples of reports for:
  - HSE reporting
  - Project management
  - Inspection activities
  - Maintenance and repair activities
  - Operations and production activities
  - Design and engineering activities

### Day 2: Content, Form and Style of Technical Writing in Oil & Industry

- How to create meaning out of data
- How to design a high-quality technical document
  - Create an outline
  - Generate ideas
  - Structure for effectiveness
- Class exercise: Review the content of HSE reporting requirements of a maintenance contract, draft 2 reports, and share with your group
- **Form of Technical Writing**
  - Types of technical documents
  - Typography and layout of documents
  - How form influences perception of your technical document
  - Employing good practices of grammar and punctuation
 Exercise: Role-play a copy editor
- **Style of Technical Writing**
  - Six goals of Technical Writing
  - Being precise clear, forthright, familiar, concise and fluid
  - Organization of a Technical Document
    - The beginning of a document
    - The middle of a document
    - The ending of a document
- Group exercise: Prepare an inspection, maintenance or repair report as per your client requirements

### Day 3: Elements of Style

- Word choice, Accuracy and Courtesy
- Sentence structure
- Understanding jargon
- Be Clear. Be Concise. Be correct
- How to engage the reader
- 'Wordiness'
- Consistency
- References, Journals and Papers
- Key Features of a Good Technical Report and how to write it
- Quick and easy form of communication
- Design for selective reading
- Use figures and diagrams to convey data
- Tables and figures
- **Graphics and Illustrations**
  - Reasons for using illustrations
  - Advantages and disadvantages of different types of illustrations
  - How to handle technical terms, charts, diagrams, tables
  - Kinds of graphics and their messages

Class Exercise – Case Studies of Technical Reports on Maintenance Contract

### Day 4: Writing the Report

- Incident reports
- Survey and Technical papers
- Engineering Reports
- Investigation reports

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri Hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N400, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N400, 000 per participant, VAT –N30, 000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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- Expert Reports
- Site Visit Report
- Updates
- Laboratory Report
- Discussion Reports
- Results Report
- Observation Reports
- Conference Reports
- Experimental Reports
- Assessment and condition reports

### **Day 5: Presentation Skills**

#### Presenting your Technical Report

- Delivering with Passion
- Beginning with Impact
  - Breathing effectively
- Holding Attention
  - Volume, speed, and pitch
- Building Rapport
- Handling Questions
  - Using notes effectively
- Projection, Slides, Pitch, Rate and Gesture
- Exercise – Submission and Assessment of full Technical Reports from participants

### **Training Methodology**

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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