

One Day Course on Technical Report Writing – Guidelines for PI Submission

BEM Approved PDP hours: 6 Ref. No: IEM19/PDP/010/C

Organised by:

Marine Engineering & Naval Architecture Technical Division, IEM

Date : 11th March 2020 (Wednesday)
Venue : C&S Lecture Room, 2nd Floor, Wisma IEM, Petaling Jaya
Time : 9.00am – 5.00pm
Speaker : First Admiral Dato' Ir. Hj. Ahmad Murad bin Hj. Omar (Rtd)

REGISTRATION FEES

| | ONLINE | NORMAL (Offline) |
|----------------------|--------|------------------|
| IEM Student | 150.00 | 180.00 |
| IEM Graduate Member | 250.00 | 300.00 |
| IEM Corporate Member | 400.00 | 450.00 |
| Non IEM Member | 550.00 | 600.00 |

REGISTRATION FEE: 6% SST EFFECTIVE 01ST MARCH 2019

Closing Date: 6th MARCH 2020

NO online registration will be allowed after the Closing Date

Cancellation Policy

No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with 7 days prior notification and substitute will be charged according to membership status.

Personal Data Protection Act

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.

SYNOPSIS

Technical Report Writing is a feature in the everyday life of an Engineer. If it is so, why then engineers face difficulties and in some cases unable to submit a technical report fit to be accepted meeting the Professional Interview (PI) requirement? The new 'enhanced PI' format seeks demonstration of evidence in the technical report and indeed for some to include these experiences and translated in accordance to the competencies may pose some difficulty. This course shall deal with aspects of technical report writing that will cover:

- Reasons for technical report writing
- Writing techniques
- Criteria of good technical writing
- Writing format & choosing appropriate illustrations
- Presenting your report.

The trainer has been guiding numerous candidates through the process of PI and is willing to share the experience with participants in technical report writing.

SPEAKER'S PROFILE



First Admiral Dato' Ir. Hj. Ahmad Murad bin Hj Omar joined the Royal Malaysian Navy (RMN) in 1975 and graduated from UTM with a B.E Mechanical in 1982. Whilst in the Navy he pursued his Masters of Science program in Business Engineering Management a twinning UTM/Warwick UK program. After 28 years of service both in shore establishments and onboard ships he raised to the rank of First Admiral, the highest rank an engineer could be at that time. First Admiral Dato' Ir. Ahmad Murad retired from the RMN early at the age of 49 in 2007 and ventured into the industrial world as a Chief Executive Officer (CEO) of Motor Technology Industry Sdn Bhd dealing with micro precision machining and

remanufacturing of diesel engines and 3 years later as a chief consultant for a Six Sigma Consultancy company. Late 2010 he joined OMAHAMS Corporation Sdn Bhd till this day.

During all the years of experience, Dato' Ir. Hj. Ahmad Murad covered an expanse of experience and knowledge in project management, ship building and repairs. From as early as 1984 he was already involved with the RMN's Offshore Patrol Vessel (KD MARIKH) a 75 meter vessel and later served onboard for three years. In 1990 he was sent to Yarrow's Shipyard Glasgow Scotland on a one year exchange program attached to the Royal Navy Type 23 Frigate building program where shipbuilding techniques of the modern day technology was evident. Upon his return, he was later posted to KD LEKIR a German built Corvette for a three year duty. Outside the Navy, Dato' Ir. Hj. Ahmad Murad has enhanced his experienced further with hands at the helm of OMAHAMS Corp Sdn Bhd a Bumiputera Marine Service & Supply company involved with the Ship Life Extension Program for KD KASTURI Class vessel, KD PERANTAU complete outfitting retrofitting, repairs of KM BUNGA MAS 5 and KD PERAK just to name a few.

First Admiral Dato' Ir. Hj. Ahmad Murad today is a fellow of IEM, fellow of IMarEST, member of SNAME (USA) and ASEAN Eng. He is also a Chartered Engineer and a Chartered Marine Engineer. Recently IMarEST U.K made him an Honorary Vice President for life in recognition of his excellent and outstanding contributions in the maritime industry both local and international. Currently he is also a Vice President of Institution of Engineers Malaysia.

PROGRAMME OUTLINE

| Time | Subject | Remarks |
|------------------|---|--|
| 0830-0900 | Registration | |
| 0900-1000 | Introduction to Technical Report Writing <ul style="list-style-type: none"> - Why report writing is important - Meeting requirement of Enhanced PI | Dato' Ir Ahmad Murad Omar |
| 1000-1030 | Morning Tea Break | |
| 1030-1130 | Categories of Competencies versus Elements <ul style="list-style-type: none"> - Understanding demonstrating evidence - Categories of competency - Elements of competency - How the competencies relate and translated to written format | Dato' Ir Ahmad Murad Omar |
| 1140-1300 | Writing format <ul style="list-style-type: none"> - Scoping the report - Criteria of good writing - Editing & reviewing | Dato' Ir Ahmad Murad Omar |
| 1300-1415 | Lunch / Zohor Prayer | |
| 1415-1530 | Exercise. <ul style="list-style-type: none"> - Picking a title - Drawing a format - Managing data - Preparing a draft report | Dato' Ir Ahmad Murad Omar Participants are recommended to bring their lap tops. |
| 1530-1600 | Afternoon Tea Break | |
| 1600-1700 | Presentation <ul style="list-style-type: none"> - Presenting your report - Presentation skill - Importance of readership | Dato' Ir Ahmad Murad Omar |
| 1700-1730 | End & certificate award | |

Chairman,
 Marine Engineering & Naval Architecture Technical Division
 The Institution of Engineers Malaysia,
 Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan),
 46720 Petaling Jaya, Selangor Darul Ehsan
 Tel: 03-7968 4021 Fax to 03-7957 7678
 Email: ezzaty@iem.org.my

Website: www.myiem.org.my

REGISTRATION FORM
One Day Course on Technical Report Writing – Guidelines for PI Submission
(Closing Date: 6th March 2020)

| No | Name(s) | M'ship No. | Grade | Fee (RM)* |
|----------------------|---------|------------|-------|-----------|
| | | | | |
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| | | | | |
| SUB TOTAL | | | | |
| SST 6% | | | | |
| Total Payable | | | | |

PAYMENT DETAILS :

Cash RM _____

Cheque no. _____ for the amount of RM_(non refundable) and made payable to **“THE INSTITUTION OF ENGINEERS, MALAYSIA”** and crossed **‘A/C Payee Only**
Bank Account No. : 640320010020215, Bank Name: Alliance Bank Malaysia Berhad
(Should payment is made, kindly email the ‘bank-in-slip’ to IEM for verification before the event)

FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non refundable. The Registration Fee includes lecture notes, refreshment and lunch.

For **ONLINE REGISTRATIONS**, please note that payment **MUST** be made **BEFORE** the closing date. If payment is not received within the stipulated time, the registration fee will be reverted to the normal registration fee.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

 Signature & Stamp

 Date

Photocopies are acceptable