

# PHYSICAL ONE DAY SEMINAR ON TECHNICAL REPORT WRITING FOR PROFESSIONAL CAREER DEVELOPMENT

Organised by:  
Public Sector Engineers Special Interest Group (PSESIG)

BEM Approved CPD Hours: 7  
Ref. No: IEM25/HQ/191/S

**SPEAKER:**  
**Ir. MOHD HAFIZ BIN ALI**



Approved Duration:  
29/4/2025 – 28/4/2026

HRD Corp Serial No:  
10001546278

**Date : 25 June 2025 (Wednesday)**

~~19<sup>th</sup> June 2025 (Thursday)~~

**Venue : Wisma IEM, Petaling Jaya**

**Time : 9.00 am – 5.30 pm**

**Closing Date: 13<sup>th</sup> June 2025 (Friday)**

## REGISTRATION FEES

|                      | <b>ONLINE</b><br><b>(NON HRDF Claimable)</b><br>(Log-in for registration & payment:<br><a href="http://www.myiem.org.my/member/login.asp">www.myiem.org.my/member/login.asp</a> ) | <b>NORMAL FEE</b><br><b>(HRDF Claimable)</b><br>(By Email : Payment by cash,<br>credit card, Quotation<br>& Invoice ) |
|----------------------|---|---|
| IEM Student Member   | 180.00  | 230.00  |
| IEM Graduate Member  | 300.00  | 350.00  |
| IEM Corporate Member | 450.00  | 500.00  |
| Non-IEM Member       | 900.00  | 950.00  |

Rate stated does not include 8% SST

Join us and take control of your professional journey—because your report is not just a requirement, it's your professional statement

## PROFILE SPEAKER



Ir. Ts. Mohd Hafiz bin Mohd Ali is a Professional Mechanical Engineer registered with the Board of Engineers Malaysia (PEPC) and a Professional Technologist with the Malaysia Board of Technologists (MBOT). He holds a Bachelor of Mechanical Engineering (Hons) from Kolej Universiti Teknologi Tun Hussein Onn (now UTHM), a Master of Project Management from Universiti Teknologi Malaysia (UTM),

and is currently pursuing a PhD in Mechanical Engineering at UTHM.

He brings over 18 years of experience in the mechanical engineering field, primarily through his service at the Public Works Department (JKR) Malaysia. His expertise spans project planning, mechanical systems design, procurement, site supervision, testing and commissioning, and asset handover. He has managed numerous government infrastructure projects, including the construction and upgrading of institutional buildings, laboratories, and high-security facilities such as correctional institutions across Malaysia.

## SYNOPSIS

For engineers aspiring to obtain their Professional Engineer (Ir.) status with the Board of Engineers Malaysia (BEM) or Corporate Membership (MIEM) with IEM, mastering the art of professional report writing is critical. The Training & Experience Report required for IEM's Professional Interview serves as a key determinant in demonstrating an engineer's competency, decision-making ability, and professional experience.

While technical knowledge is fundamental, writing a clear, concise, and compelling report is often a challenge. Many engineers struggle not with their experiences but with structuring their report effectively, articulating their contributions clearly, and meeting the competency expectations of assessors. This course aims to bridge that gap by equipping participants with the necessary writing techniques, report structuring methods, and real-world best practices to craft a strong, competency-based report. This course also will break down the complexities of technical writing into practical, actionable steps, ensuring participants understand how to present their engineering experience in a way that meets IEM's expectations.

# OVERVIEW

This one-day intensive course is designed to help engineers preparing for the IEM Professional Interview develop strong technical writing skills for their Training & Experience Report.

The session will provide a structured approach to writing high-quality reports, focusing on:

- ? IEM’s Professional Interview Report format
- ? General technical writing skills (clarity, structuring, conciseness)
- ? Common mistakes and how to avoid them

## Target Audience:

- ? Engineers applying for IEM PI
- ? Junior engineers looking to improve their technical writing skills
- ? Engineers from the public and private sectors (Priority for public sector engineers)

## Learning Outcomes:

By the end of the workshop, participants will:

- ? Understand the BEM & IEM report writing structure
- ? Learn how to write clear, concise, and professional reports
- ? Gain insights into structuring strong competency-based narratives
- ? Identify and avoid common report-writing mistakes
- ? Apply their learning through hands-on writing exercises

| TIME  | CONTENT                                      |
|-------|--|
| 08:30 | Registration and Welcome Coffee / Tea        |
| 09:00 | Ice breaking session                         |
| 09:30 | Understanding Technical Writing              |
| 10:30 | Morning Tea Break                            |
| 10:45 | Common Problems and Writing Styles           |
| 11:30 | Methodology & compilation of results         |
| 12.00 | Writing Technique/strategy                   |
| 13:00 | Lunch  |
| 14:00 | Outline of Professional Report               |
| 15:45 | Writing Professional Report                  |
| 16:00 | Using ChatGPT to write a Professional Report |
| 16:30 | Presentation technique                       |
| 17.00 | Q&A and Summary                              |
| 17.30 | End  |

# Registration Form

PHYSICAL ONE DAY SEMINAR ON  
TECHNICAL REPORT WRITING FOR PROFESSIONAL CAREER DEVELOPMENT  
25 JUNE 2025 (WEDNESDAY) ~~19 JUNE 2025 (THURSDAY)~~  
**CLOSING DATE : 13 JUNE 2025**  
Email : ezzaty@iem.org.my

## REGISTRATION FEES

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| NAME                   | MEMBERSHIP NO. / GRADE | FEES (RM) |
|------------------------|------------------------|-----------|
|                        |                        |           |
|                        |                        |           |
|                        |                        |           |
| Sub Total:             |                        |           |
| SST Added 8% :         |                        |           |
| Total Amount Payable : |                        |           |

**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 No.)

\_\_\_\_\_ (H) \_\_\_\_\_ (HP)

Email : \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp

\_\_\_\_\_  
Date