

ICE Training courses

Understanding our business and technical skills training programmes



SCENARIO

“Poor communication resulted in the failure of this project!”

“Following an internal audit, I found I need to be able to write better technical reports”

TRAINING COURSES



TECHNICAL REPORT AND BUSINESS WRITING

“I need to know how to write right”

- Writing effectively in Plain English
- Planning your report
- Designing your structure and writing persuasively
- Bids and proposals
- Instructions, procedures, manuals and illustrations
- Business emails and letters
- Drafting, reviewing and polishing



DURATION
2 Days



CLASSROOM



eLEARNING



TECHNICAL REPORT WRITING

“I need to learn how to produce...”

- A formal report for a client
- An internal report for your supervisor or manager.
- Project progress and closure reports
- British Standards, including European and International Standards
- Reports for specific applications
- Writing Instructions and procedures
- Writing technical English



DURATION
1 Day



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eLEARNING

HOW TO BOOK?

icetraining.org.uk/bus

Are you an ICE member? Ask us about your exclusive discount



info@icetraining.org.uk



+44(0) 20 7665 2457

MULTIPLE BOOKINGS OFFER: Book this two training together to benefit from an automatic **10% discount**

Terms and Conditions apply.