



Communication and Report Writing for Technical Professionals

1 Day Professional Development Workshop

Course Leader: Scott Dunham

Objectives of the Workshop

We live in a world where a great idea of technical excellence is not enough. Effective communication is an essential part of success. Be it writing a report justifying a business improvement opportunity, presenting a business case to a Board of Directors or Executive Committee or managing the constant flow of e-mail across your virtual desktop, the skill of effective communication is crucial. If you cannot communicate your thoughts and ideas in a meaningful fashion they are worthless. Writing a clear and concise report is one of the most fundamental skills required by successful professionals.

This one day course is focused on designing your message for your target audience. Tools for tailoring the content, style and presentation of your communication for maximum impact and effectiveness are presented in a simple and direct format. The program covers formal and informal communication, language, preparation before writing a report, the stages of report development, evaluating your writing and fundamental presentation skills.

Participants are encouraged to provide a sample report for critiquing prior to the course. The feedback provided will enhance understanding and skill development. During the training program, time is devoted to questions from the participants, impromptu lectures, discussions and case studies.

Who Should Attend?

This one day professional development program is intended for mining industry technical professionals seeking to improve their ability to successfully present and communicate the results of projects and programs. The course will benefit people involved in report writing or those professionals embarking on their first project where a formal report or presentation is required.

Anyone who struggles with translating their technical expertise into a format that can be understood and acted upon by non-technical professionals would benefit from this program. The communication skills taught in this program are firmly aimed at meeting business objectives as opposed to formal scientific reporting.

Program

Day 1	Communication and Report Writing What are you trying to say – clear messages Defining your audience – language, style, content, structure Choosing the right form of communication Preparation prevents poor performance Writing and the stages of report development The role of the editor Presentation skills and communication Evaluating your effectiveness.
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A full set of PowerPoint slides will be provided to each participant. Additional reference materials including examples and test cases will be provided electronically at the completion of the program.



Course Leader:

Scott Dunham is a geologist and technical management specialist with over 20 years experience in open pit and underground mining and geology. His expertise includes leading multi-disciplinary technical and operational teams at a variety of operations and many different commodities including gold, copper-gold, copper-uranium, nickel, tin, zinc-lead-silver, coal and sub-level caving, open stoping, cut-and-fill and conventional open pits. Scott has managed geologists, mining engineers, geotechnical engineers, surveyors and metallurgists in both operational settings and during mining feasibility studies. He has hand-on experience with the development of new operations and with the issues involved with suspension of production and operational closure. Scott has run a number of public and in-house courses on management and leadership, grade control, reconciliation, geometallurgy in Australia and North America. He actively works as a mentor to professionals throughout the industry and has consulting experience covering all aspects of the resource-reserve value chain, audits, due diligence and operational performance improvement.

Scott is a Principal and Director with QG and holds a Bachelor of Science (Geology) and Graduate Diploma (Information Technology). He is a member of the AusIMM.

Further enquiries: info@qgroup.net.au and see also www.qgroup.net.au