

THE IN-HOUSE TRAINING COMPANY

Advanced technical report writing for technical leaders, managers & senior engineers

A one-day intensive workshop

Communication for complex, high-stakes technical environments

Overview

A fast-paced, highly practical one-day masterclass for technical managers, leaders and senior engineers who produce high-impact reports: design justifications, investment cases, risk assessments, regulatory submissions, and technical options papers. The course blends strategic communication, data storytelling, and AI-assisted writing workflows to empower leaders and decision-makers across technical domains.

Course aim

The aim of this course is to develop the advanced writing and editorial capability of technical leaders, managers and senior engineers who operate in complex, high-stakes environments. It focuses on enabling participants to shape clear, defensible and decision-ready technical reports by strengthening narrative structure, professional judgement, visual interpretation and governance-aware use of AI, ensuring their work stands up to executive, regulatory and audit scrutiny.

Learning objectives

By the end of the day, delegates will be able to:

- Structure reports that influence executives, regulators, and multidisciplinary teams
- Communicate complex technical concepts with clarity and authority
- Build compelling narratives for uncertain or contentious topics
- Produce audit-ready, regulator-ready documentation
- Apply advanced editing and peer-review techniques
- Use AI tools responsibly to accelerate drafting, summarisation, and visualisation

Who should attend?

This course is designed for experienced professionals who are responsible for producing or overseeing high-impact technical reports, including:

- Technical leaders, engineering managers and senior engineers
- Professionals preparing reports for executives, boards, regulators or external stakeholders

- Engineers and specialists contributing to investment cases, risk assessments, design justifications or regulatory submissions
- Those working in safety-critical, regulated or high-scrutiny environments
- Technical professionals who already write reports and want to move beyond “clear writing” to strategic, decision-shaping communication

The course assumes a solid technical background and is ideal for those seeking to strengthen their influence, credibility and leadership through written communication.

Course format

A one-day intensive workshop. Can be delivered virtually or face-to-face.

Although not essential, the one-and-a-half-day *Technical Report Writing* programme provides useful preparation for this course.

Expert trainer

Malcolm is an experienced supply chain and contract management practitioner and consultant. His career began as a British Army Logistician where his supply chain and contract management skills were developed on large-scale procurement and supply chain programmes in the UK Ministry of Defence base and honed in the most challenging of circumstances on operations around the world. Rising through the ranks from Private to Lieutenant-Colonel, he has experience at operating at and building capability from the lowest tactical level of an organisation right up to the strategic.

In his second career over the last decade, Malcolm has held a variety of procurement, contract and project management roles. Latterly, he has applied his skills and experience in consultancy, specialising in supporting a range of organisations with developing supply chain, procurement and contract management capability. Recent clients have included the UK Nuclear Decommissioning Agency, UK MOD, Aviva, Portsmouth Water, Lewisham Homes, Wandle Housing and Hanover Housing.

Malcolm has a Chartered Management Institute Diploma in Strategic Management and Leadership, an Advanced Diploma in Logistics and is a Commercial and Contract Management Practitioner. Malcolm is also a qualified and experienced PRINCE2 and APM Project / Programme Manager. Malcolm is also a Professional Scrum Master. He is co-author of ‘Private Sector by Head, Public Sector by Heart’, a text that aids commercial and procurement professionals in the practical application of learnings in their real-world environments.

Any questions?

Please just give us a call on 01582 463463 – we’re here to help!
Or visit www.theinhousetrainingcompany.com