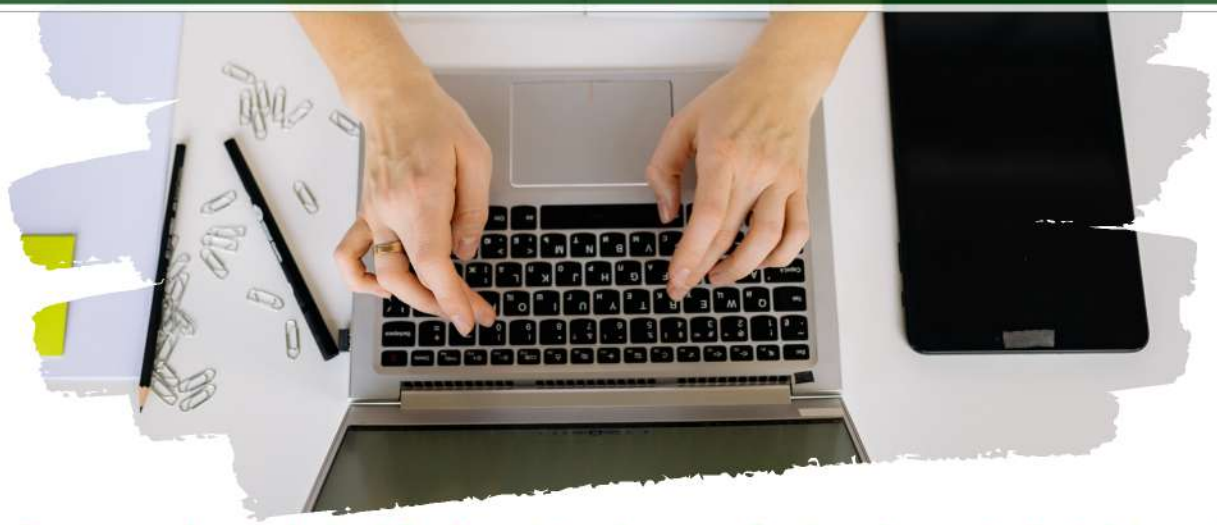
FEDERATION OF MALAYSIAN MANUFACTURING
NEGERI SEMBILAN BRANCH
MYCOID: 007907X_NSEMBILAN
PROG. NO: 10001689117

NSB/16/2026
May 7, 2026

FMM
FEDERATION OF MALAYSIAN MANUFACTURING

SEMINAR ON

Effective Technical Report Writing for Manufacturing Professionals



Transform complex technical findings into clear, professional reports that drive action and compliance. Designed for manufacturing professionals to write with accuracy, confidence, and impact.

Target Participants

- Process, manufacturing, and maintenance engineers
- Quality assurance/quality control (QA/QC) executives
- Production supervisors and team leaders
- Safety & Health officers (SHO) and environmental officers
- Technical trainers and documentation staff

Pre-requisite: Basic English proficiency; working in a manufacturing setting for at least 6 months

JANUARY 27-28, 2027
(WED & THURS)
9.00AM - 5.00PM

ROYALE CHULAN SEREMBAN

ENGLISH / BAHASA MALAYSIA

Closing Date: January 21, 2027

9.00AM - 5.00PM | **JANUARY 27-28, 2027** | **ROYALE CHULAN SEREMBAN**

OBJECTIVES

By the end of this training, participants will be able to:

- Structure technical reports logically using manufacturing-standard formats (e.g., 5W1H, SAR, or IMRaD).
- Analyze audience needs (managers, engineers, external auditors) and adjust tone, detail, and terminology accordingly.
- Apply clear, concise, and grammatically correct technical English, avoiding ambiguity and "Manglish" in formal reports.
- Produce key manufacturing report types: Incident Report, Root Cause Analysis (RCA), and Maintenance Summary Report.
- Review and edit their own and peers' reports using a standardized checklist and proofreading techniques.

SPEAKER'S PROFILE

DR. AHMAD FAUZI

Dr. Ahmad Fauzi is a full time trainer. He has worked in large multi-national organisations as well as local conglomerates for over 23 years. He graduated with a Ph.D from Universiti Putra Malaysia, an MBA from Universiti Sains Malaysia as well as a Bachelor's degree in Applied Science (Applied Chemistry) from Western Australia. He has worked in various functional areas from Sales, Human Resources, Training & Development, Business Development and Customer Management. He began his teaching career as a part-time lecturer at UiTM, Shah Alam. During his career with various manufacturing operations, he also trained technicians and engineers on Quality, Productivity and Problem Solving through Root Cause Analysis. He also trained staffs from various organisations including SHELL, PETRONAS, TELEKOM Malaysia, Bank Negara, DELL, as well as the Securities Commission.

COURSE CONTENTS

TIME	PROGRAM DETAILS (DAY 1) "FOUNDATIONS & REPORT STRUCTURE"
8.45AM	**Registration of Participants**
9.00AM	**Module 1: Why Technical Reports Matter** • The cost of poor reports (delays, wrong decisions, audit findings) • Typical manufacturing reports: Shift log, Non-Conformance Report (NCR), 8D report, HSE incident form • Overview of Dos and Don'ts in Malaysian manufacturing context
10.30AM	**Morning Coffee Break**
10.45AM	**Module 2: Audience & Purpose Analysis** • Identifying readers: Management, technical team, external auditors (DOSH, DOE, SIRIM) • Adjusting language, detail, and visuals • Case study: Writing an equipment breakdown report for two different audiences
1.00PM	**Lunch Break & Networking**
2.00PM	**Module 3: The Standard Report Structure** • Title, Executive Summary, Introduction, Methodology, Findings/Data, Conclusions, Recommendations, Appendices • Applying SAR (Situation-Action-Result) for short reports • Templates for daily production and incident reports
3.30PM	**Afternoon Coffee Break**
3.45PM	**Module 4: Writing Clearly – Grammar & Style** • Common Malaysian English errors (missing articles, verb tense, prepositions) • Avoiding "Manglish" in formal writing • Active vs. passive voice in technical contexts • Using bullet points, tables, and diagrams effectively • Exercise: Rewrite ambiguous technical sentences
5.00PM	**End of Day 1**

TIME	PROGRAM DETAILS (DAY 2) "PRACTICAL REPORT WRITING, REVIEW & WORKSHOP"
8.45AM	**Registration of Participants**
9.00AM	**Module 5: Writing Key Manufacturing Reports** • Incident / Accident Report(DOSH requirements) • Root Cause Analysis (RCA)report using 5 Whys + Fishbone diagram • Maintenance/Equipment Downtime Report • Corrective & Preventive Action (CAPA) report for QA
10.30AM	**Morning Coffee Break**
10.45AM	**Module 6: Data Presentation & Visuals** • Integrating charts, graphs, and photos • Referring to visuals in text ("As shown in Figure 2...") • Creating simple process flow diagrams for reports • Hands-on: Add captions and references to a given dataset
1.00PM	**Lunch Break & Networking**
2.00PM	**Module 7: Editing & Peer Review Workshop** • Using a technical report checklist (logic, clarity, accuracy, tone) • Peer review of pre-prepared or anonymized real reports • Common pitfalls in Malaysian manufacturing reports (vague conclusions, missing recommendations)
3.30PM	**Afternoon Coffee Break**
3.45PM	**Module 8: Final Writing Simulation** • Scenario: A chemical spill on the production floor or repeated machine downtime. • Participants write a 1-page structured report (Incident + RCA + Recommendations) in groups • Gallery walk & instructor feedback **Course Summary & Action Plan** • Template toolkit & resources • Tips for sustaining report quality back at the factory
5.00PM	**End of Programme**

9.00AM - 5.00PM **JANUARY 27-28, 2027** **ROYALE CHULAN SEREMBAN**

PARTICIPATION FEE *(Inclusive of 8% SST)*

Member **RM 1,134.00 per pax**
Non - Member **RM 1,242.00 per pax**

PAYMENT METHOD

1) HRDCORP GRANT (SBL - KHAS SCHEME)

- No payment to FMM.
- Fund must be sufficient. Fee will be deducted from the employer's HRDCorp contributions.
- Full payment is to be made to FMM in the event that no disbursement from HRDCorp under any circumstances.

2) DIRECT PAYMENT TO FMM via Online Banking / Cheque

Payee Name: **FEDERATION OF MALAYSIAN MANUFACTURING**

Bank Name **: Malayan Banking Berhad**
Account No **: 505176510151**
SST Registration No **: W10-1901-32000105**

***To provide FMM with the payment slip / advice once payment has been made.*

REGISTRATION

- All registration together with the payment should be made before the event date.
- Registration is on a first-come-first-serve basis.
- For SBL-KHAS Scheme, an attendance of 100% is a must, otherwise employers will be billed in full.
- For SBL-KHAS Scheme, grant approval must be provided to FMM at least 3 days before the event date.
- Upon submission of the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- Certificate will only be issued upon full disbursement from HRDCorp / payment from employer.

REPLACEMENT/CANCELLATION/NO SHOW

- Must be made in writing with reasons to FMM.
- Full payment fee will be charged by FMM for cancellation within 2 days prior to the event
- Participants who **did not turn-up will be charged full payment.** Invoice will be sent to the employer after program ends.
- Replacement can be accepted at no additional cost.
- FMM reserves the right to cancel or reschedule the program. All efforts will be taken to inform participants of the changes.

REGISTRATION FORM

FMM Negeri Sembilan (Attn: Ms. Eyda/Ms. Niza) Email: herdawaty@fmm.org.my / niza@fmm.org.my Tel No: 06-603 1626 Fax No: 06-603 1628

1) Name : .....
Designation : .....
E-mail : .....
NRIC : .....
Vegetarian : ☐

2) Name : .....
Designation : .....
E-mail : .....
NRIC : .....
Vegetarian : ☐

3) Name : .....
Designation : .....
E-mail : .....
NRIC : .....
Vegetarian : ☐

Payment:

Full payment of RM ..... will be made via:-

◯ HRDCorp SBL-KHAS ◯ Online Banking ◯ Cheque

Submitted by: ☐ FMM Member ☐ Non-Member

Name : .....
Designation : .....
Company Name : .....
Membership No. : .....
ROC No. : .....
Tel : ..... Fax : .....
TIN No : ..... SST No. : .....
E-mail : .....
Address : .....
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