

aractech

Global Learning for Operational Leaders



COMMUNICATION AND WRITING SKILLS | CWS-022

Communication Skills for Engineers and Technical Staff

Contact

+31 85 7444446
info@aractech.com
<https://aractech.com>

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

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info@aractech.com

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Course content

Why Attend

Technical professionals must explain complex ideas to managers, clients and colleagues from other disciplines. Strong communication skills accelerate careers and improve project outcomes.

This Aractech course covers communicating technical information to non-technical audiences, structuring explanations, presentations, technical writing, listening and questioning, influencing decisions, meetings and teamwork. Participants practise explaining technical topics.

Course Methodology

- Practice sessions
- Presentation feedback
- Writing exercises
- Role plays
- Group discussions

Course Objectives

- Explain technical concepts to non-technical audiences
- Structure clear explanations
- Present technical information confidently
- Write concise technical communications
- Listen and question effectively
- Influence decisions with technical evidence

Target Audience

- Engineers
- IT professionals

Course content

- Scientists
- Technical specialists

Course outline

Detailed course outline

Day-by-day outline for Communication Skills for Engineers and Technical Staff.

Day 1 - Technical Communication

- 09:00-09:45 | Communication challenges
- 09:45-10:30 | Knowing the audience
- 10:30-11:00 | Curse of knowledge
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Curse of knowledge (continued)
- 11:45-12:30 | Credibility
- 12:30-14:00 | Exercise: Explaining a concept

Day 2 - Explaining Clearly

- 09:00-09:45 | Structure
- 09:45-10:30 | Analogies
- 10:30-11:00 | Visuals
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Visuals (continued)
- 11:45-12:30 | Simplifying
- 12:30-14:00 | Workshop: Explanation practice

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Day 3 - Presenting

- 09:00-09:45 | Technical presentations
- 09:45-10:30 | Slides
- 10:30-11:00 | Delivery
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Delivery (continued)
- 11:45-12:30 | Questions
- 12:30-14:00 | Practice: Technical presentation

Day 4 - Writing

- 09:00-09:45 | Emails
- 09:45-10:30 | Reports
- 10:30-11:00 | Specifications
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Specifications (continued)
- 11:45-12:30 | Conciseness
- 12:30-14:00 | Exercise: Technical email

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Day 5 - Influence and Teamwork

- 09:00-09:54 | Listening
- 09:54-10:48 | Influencing
- 10:48-11:00 | Meetings
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Meetings (continued)
- 12:12-13:06 | Cross-functional teams
- 13:06-14:00 | Capstone: Communication plan

Seminar dates

Available seminar dates

Live dates and pricing for Communication Skills for Engineers and Technical Staff generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Amsterdam	Classroom	€2,830
7 - 11 December 2026	Paris	Classroom	€3,825
21 - 25 December 2026	Munich	Classroom	€3,225
11 - 15 January 2027	Amsterdam	Classroom	€2,830
8 - 12 February 2027	Kuala lumpur	Classroom	€1,925
8 - 12 March 2027	London	Classroom	€2,315
12 - 16 April 2027	Barcelona	Classroom	€2,815
10 - 14 May 2027	Munich	Classroom	€3,225
14 - 18 June 2027	London	Classroom	€2,315
12 - 16 July 2027	Amsterdam	Classroom	€2,830

Seminar dates

Available seminar dates

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Date	Location	Format	Fee
9 - 13 August 2027	Paris	Classroom	€3,825
13 - 17 September 2027	Munich	Classroom	€3,225
11 - 15 October 2027	Amsterdam	Classroom	€2,830
8 - 12 November 2027	Kuala Lumpur	Classroom	€1,925
13 - 17 December 2027	London	Classroom	€2,315
16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
21 - 25 December 2026	Online / Live	Online / Live	€1,815
11 - 15 January 2027	Online / Live	Online / Live	€1,815
8 - 12 February 2027	Online / Live	Online / Live	€1,815

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