



How Communications Training Helps Engineering Firms

The Power of Clear Communication in Engineering

- **Save time and money:** Write more clearly and quickly, spending less time on reports and emails.
- **Build strong client relationships:** Clear, professional documents help clients feel confident in your work.
- **Deliver higher-quality results:** Clients often judge engineering quality by the documents they receive.
- **Reduce senior consultant stress:** Training and guidelines help junior engineers improve their skills faster and take the pressure off senior staff.

Available Modules (others available on request)

Module	<i>Improve Quality</i>	<i>Save Time</i>	<i>Specialist Skills</i>
Topic	Reporting	Reviewing	Proposals
Target Deliverables	Public-Facing Communications	Team & Client Communications	Presentations
Focus	Grammar & Clarity	Writing Basics & Styles	Safety & Training

Build a Training Program Tailored to Your Needs

- **Flexible Modules:** Choose any combination of modules.
- **Custom Duration:** Each module can run 1–3 hours.
- **Delivery Options:** Live in-person or virtual instruction available.



For more information, please contact:
 Baijul Shukla, MBA, CM
 Vice President, Member Experience & Corporate Strategy
 bshukla@ospe.on.ca | 416.894.3664 | ospe.on.ca

Example Training Combinations

- **Option 1: 3 Modules over 6 Hours**
 - » Reviewing
 - » Team & Client Communications
 - » Proposals
- **Option 2: Six Sessions, 2.5 Hours Each (Includes time for questions, reinforcement, and discussion between lessons)**
 - » Reporting & Clarity
 - » Writing Basics & Styles
 - » Team & Client Communications
 - » Reviewing
 - » Proposals
 - » Presentations