

WHO WE ARE



DOWLING COLLEGE is an independent, comprehensive, coeducational college. It was founded in 1955 and currently serves over 7,500 full-time and part-time students.

NATIONAL AVIATION TECHNOLOGY CENTER™

is the Aerospace Research and Technology Division of Dowling College.



THE NATIONAL AVIATION TECHNOLOGY CENTER™

AT

**DOWLING COLLEGE
School Of Aviation**



**TECHNICAL WRITING &
ACCIDENT REPORTING
FOR
AIRPORT OPERATORS**

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www.kilmartinassoc.com



PURPOSE:

- *TO ENSURE CLEAR, CONCISE AND EFFECTIVE ACCIDENT AND INCIDENT REPORTING*

LEARNING OBJECTIVES:

- *IMPROVE WRITING AND VERBAL COMMUNICATION SKILLS*
- *BECOME PROFICIENT IN FUNCTIONS AND FORMATS OF TECHNICAL WRITING*
- *GENERATE ACCURATE, TIMELY, AND COMPLETE ACCIDENT AND INCIDENT REPORTS*
- *EMPHASIZE COMPLETE KEY DETAILED FACTS FOR POST INCIDENT REPORTING*
- *GAIN FAMILIARIZATION WITH TECHNICAL DOCUMENTATION, FORMS, STANDARDIZED FORMATS AND PHRASEOLOGY*

WHAT THIS COURSE CAN DO FOR YOU:

- *REDUCE UNNECESSARY LITIGATION*
- *IMPROVE CRITICAL EARLY-PHASE COMMUNICATION*
- *ACCURATELY RELATE THE WHO? WHAT? WHEN? WHERE? HOW? WHY?*



TECHNICAL WRITING & ACCIDENT / INCIDENT REPORTING TRAINING:

- *INITIAL*
- *REFRESHER*
- *RECURRENT*
- *CUSTOMIZED TO BE AIRPORT SPECIFIC*

COURSE HIGHLIGHTS:

- *INDUSTRY EXPERIENCED INSTRUCTORS*
- *TRAINING RECORDS FILED ELECTRONICALLY*
- *OFF-SITE or ON-SITE*
- *INTERACTIVE DESIGN CREATES PRODUCTIVE DIALOGUE, DISCUSSIONS AND LESSONS LEARNED*
- *EMERGENCY ACTION GUIDE AND CHECKLIST © (Electronic version available, for computer & handheld devices)*
- *DECISION ACTION MATRIX*
- *TABULAR EMERGENCY ACTION LOGIC*

