



**Certified  
Technicians and  
Technologists  
Association of  
Manitoba Inc.**

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## “Technical Writing Made Easy”

**Robert (Bob) Chamberlain, Instructor**

**\*\* REGISTRATION FORM \*\***

**Date: Wednesday, March 21st, 2018**

**Time: 8:30 a.m. to 3:30 p.m.**

**Location: Victoria Inn, 1808 Wellington Avenue, Winnipeg**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
(C.E.T./C.Tech./Assoc.)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

List Additional Names If Required Here:

1. \_\_\_\_\_

2. \_\_\_\_\_

*Payable by: Cash, Cheque (make cheque payable to CTTAM) or Credit Card*

Method of Payment:  Cheque  Visa  MasterCard

Number of Registrations: \_\_\_\_\_ @ \$175.00 each Total Amount: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\*\*NOTE: Please contact the office if you have any allergies as lunch will be provided\*\*\***

**Please mail or fax the registration form to:**

**Administrative Assistant  
CTTAM  
602-1661 Portage Avenue  
Winnipeg, MB R3J 3T7**

**Tel: 204-784-1082  
Fax: 204-784-1084  
E-Mail: [admin@cttam.com](mailto:admin@cttam.com)**

## ***Robert (Bob) Chamberlain***

Bob Chamberlain has been teaching in the evenings for Continuing Education at Red River College since 1988. He enjoys teaching and his post-secondary education includes both a certificate and diploma in Adult Education from St. Francis Xavier University.

Bob retired from the RCMP in 1990, after serving for 25 years, and then was appointed as the Director of Law Enforcement Services for Manitoba Justice. Prior to retiring from the RCMP, Bob also taught at the Canadian Police College in Ottawa. Since 2003, when he retired from Manitoba Justice, he has been teaching for Red River College as an instructor for the Continuing Education, Distance Education and the Corporate Training Division.

Bob has extensive experience teaching writing skills to students and has assisted CTTAM in past years with co-instructing a class on technical report writing.

Bob recognizes the importance of being clear and concise so time is not wasted and addresses these points, among others during his workshop

### **Technical Report Writing Made Easy Overview**

Course participants will be able to identify primary information and write clear and concise letters, emails and reports that achieve the desired result by communicating important information to the reader.