

Course Content

Why attend?

Staff members who attend meetings are required to take minutes or notes during the meeting. The skill and confidence to enable members of a meeting to take notes efficiently and accurately is imperative in the business world today.

Who should attend?

- Staff members who arrange and prepare for meetings
- Staff members who take minutes of the meeting

How long is this course?

1 Day

What will be covered?

Organising effective and productive meetings

Procedures during meetings

Communication used for Meetings

Preparing Agendas

Taking minutes for a meeting

Transcribe minutes

Distributing records of the meeting

Accreditation Information

This course is non-accredited. The Minute Taking course is interactive and includes role play, group discussions, and practical activities to ensure a clear understanding. It is advisable that Learners attend the Business Writing course prior to attending this course. Learners are supplied with course material, refreshments, and lunch.