

Certificate of Attendance in Minute Taking Skills

Course Information Sheet

The office environment is changing. Minute taking is changing. It's important to update your skills, to ensure you are keeping up with new ways of working. Whilst the basics of minute taking remains the same, these days the wider scope of how meetings are run means that these skills need to be adapted to fit multi-media ways of working. This course provides delegates with the tools necessary to be effective when taking minutes.

Programme Benefits:

On completion of the workshop, learners will be able to:

- Define the importance of minute-taking and be able to use this to your advantage
- Define a remedy to many of the complaints that face minute-takers
- Write minutes that are suitable for formal meetings, informal meetings, and action meetings
- Illustrate the essential skills of an effective minute-taker

How we do it

The processes are customized and include a combination of classroom and practical activities.

About the Programme

- Duration: 1 Day
- (group onsite rates available on request)
- Training in house or on campus

Certification

Upon successful completion of the programme, learners will receive A **Certificate of Attendance in Minute Taking Skills.**

Start Dates

As per schedule or client request