

## ONE-DAY WRITING EFFECTIVE MINUTES WORKSHOP **NEW**

People frequently find themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what transpired at the meeting. Writing minutes can be a daunting task. Minutes are record of decisions and discussions made at meetings and serves as prima facie evidence. A good set of minutes will protect the company directors from negligence and allegations of abuse of power as the records will reveal the meeting deliberations and discussions in accountable and transparent manner.

### COURSE OBJECTIVES

This one-day course is a sound introduction to minute taking and equips you with the knowledge and skills you need to write professional minutes.

### LEARNING OUTCOME

By attending this workshop, participant will be able to:

- Take accurate and relevant minutes.
- Make efficient use of the pre and post meeting action to improve quality of minutes.
- Present minutes concisely, clearly and in appropriate style.

### COURSE CONTENTS

- Developing a tool kit of personal skills.
- Presentation and layout of minutes.
- Avoiding ambiguity in minutes taking.
- Techniques on effective minutes writing.
- From notes to minutes.
- Enhance your listening skills to ensure you hear all key points.
- Language of minutes.
- Using diplomatic language.
- Organizing and presenting information.

### Trainer

Liew Lee Kee.

### Target participants

Company secretaries and company secretarial staff with less than one year's secretarial experience.

### ADMINISTRATIVE DETAILS

Date	Event Code
08 Mar 2011	CS/KL/11/028
28 Jun 2011	CS/KL/11/091
Time	9am - 5pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM300
SSM CPE Points	8
PSMB Scheme	SBL

*Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials, refreshment and lunch.*