

TWO-DAY ADVANCED EFFECTIVE MINUTES WRITING 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 two-day workshop is an advanced course for company secretary and provides practical guidance on how to overcome most the problems faced by minute takers and to achieve accurate minute taking. Delegates will learn how to overcome the common problems faced by minute takers and develop a toolkit of personal skills to raise their confidence in writing accurate minutes. This is a highly interactive workshop and participants are expected to participate and complete case studies/exercises.

LEARNING OUTCOME

By attending this two-day workshop, participant will be able to:

- Gain practical tips and valuable practice in minute taking.
- 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.
- Address the frequent problems and issues when drafting and preparing minutes of meetings.
- Work effectively with the Chairperson.
- Develop a tool kit for personal use.

COURSE CONTENTS

- Special rules of grammar and language for minutes.
- Purpose and use of minutes.
- Preparation for taking minutes.
- Useful terminology and how to use it.
- Minuting presentations.
- What minutes should include and what should be left out.
- Tasks of the effective minute taker.
- The role of the chairperson and how to work with him.
- Effective listening.
- Tips and tricks for note-taking.
- The importance of minutes.
- Problems of the minute-taker.
- Types of minutes.
- Note taking skills.
- Minute-taker's checklist.
- Paragraphing and sentence structure.

- Listen well to write well.
- Importance of speed in minutes writing.
- Minute taking in practice (an interactive exercise).

Trainer

Liew Lee Kee.

Target participants

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

ADMINISTRATIVE DETAILS

Date	Event Code
17 & 18 Oct 2011	CS/KL/11/146
Time	9am - 5pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM500
SSM CPE Points	16
PSMB Scheme	SBL

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