

Minute Taking Skills

Last Updated: 5 January 2017



Address
PO Box 25334
Monument Park
0105
South Africa

Head Office & Training
1001 Clifton Avenue
Lyttelton Manor
Centurion
South Africa

Tel: 0861-11-1680
Fax: 0866-838-922
e-mail: sales@acctech.biz
Web: www.acctech.biz



AccTech Alliance Members South Africa: East London | Limpopo | P.E. | RSA Central

AccTech Alliance Members Africa: South Africa | Botswana | Ghana | Lesotho | Malawi | Namibia | Nigeria | Swaziland | Zambia | Zimbabwe

Finance, Accounting and Budgeting for P.A.'s

Course description

This one-day seminar provides attendees with an understanding of: what minutes are and how they are constructed, the role and responsibilities of a committee secretary, the preparation required in order to be able to take minutes effectively and different approaches to taking minutes. We look at the note taking process, drafting the minutes and the finalisation of these. We also look at business English, provide guidance on layout and have a look at some examples of minutes and the supporting documentation.

Course duration

1 Day

Target audience

PA's, secretaries, committee organisers, etc.

Topics covered

- Meetings: the processes and procedures and associated documentation
- The role, duties and responsibilities of the secretary and how to build self-confidence and expertise.
- Preparation required in order to ensure a professional set of minutes is produced.
- Minutes: taking notes, drafting the minutes and finalising these (including: an overview of the mechanics of writing, writing aids, spidergrams, separating messages from words and summarising rather than transcribing).
- Business English, with a brief look at sentences, paragraphs, diction and punctuation.
- Layout, including: typing rules, numbering, fonts, margins, bullets and headings.
- Standard documents, including the: notice, request, agendas and minutes.

For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



mictseta

Accreditation no: ACC/2014/00/180

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society