

Professional Minute Taking

Grande Prairie: January 30, 2012

Calgary: February 1, 2012

Edmonton: February 2, 2012



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Effective meetings require effective minute-takers. Far from being a second-class citizen, the minute-taker is the second most important person at any meeting, after the chair. For if no minutes exist recording the issues deliberated, the discussion points raised, the decisions reached, or the actions ordered, that meeting may as well have never happened.

This intensive one-day workshop teaches participants how to take concise, accurate minutes that capture the tone and discussions of both formal and informal meetings, as well as the decisions made.

Designed especially for administrative officers, secretaries, assistants, writers, editors, research analysts, and all results-oriented team members

Workshop Topics Include

- Basic elements of minute-taking—what to record and what not to record
- How to prepare for meetings
- How to enhance your listening skills
- Rules of order and their impact on minutes
- How to edit without altering content
- How to distribute your minutes efficiently
- How to take concise, accurate minutes for both formal and informal meetings
- How to co-ordinate meetings and prepare agendas
- How to work with the chair to improve communication and information flow during a meeting
- How to prepare minutes that reflect the meeting's proceedings
- ... and much more

**Enter for a Chance to
Win a Free Seat!**

We are so confident that our programs will benefit you that we're willing to take all the risk out of your decision to attend. If you're not completely satisfied by the lunch break we'll give you a full and complete refund no questions asked!

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