



A MINUTE TAKING WORKSHOP

 087 135 5543

AN ACCURATE ACCOUNT

WORKSHOP OUTLINE

- Organise meetings
- Understand the importance of an agenda
- Create an effective and well-constructed agenda
- Formulate accurate minutes
- The 9 keys of minute taking records
- Proof read and distribute minutes
- Correct minutes once they have been distributed

01

Focus on practical application of skills, learnt, applied and practised

06

Improving the learner's confidence, attitude, knowledge and skills are critical

05

Edge ensures that the learners are engaged and receptive to training

02

Knowledge sharing and team learning form part of Edge's unique training methods

03

Programmes are flexible and easily adaptable to suit the various learning styles

04

Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

COURSE METHODOLOGY

OBJECTIVE

By the end of this course you will be better equipped to organise a meeting, compile an agenda, take minutes and complete all related procedures once the meeting is over.

EDGE TRAINING CONSULTANCY

With over 18 years of Human Development training experience, Edge Training has a Level 2 BBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed learnerships. Most of our learnerships and Workshops are also offered as online courses.

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**ADDING VALUE
CHANGING LIVES**