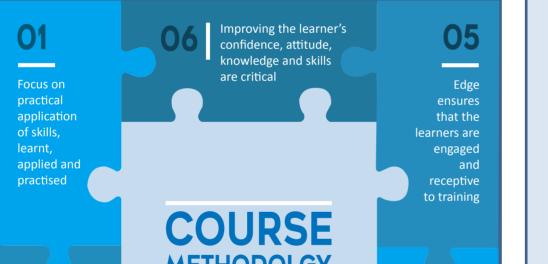


## A MINUTE TAKING WORKSHOP AN ACCURATE ACCOUNT

## WORKSHOP OUTLINE

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- 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



### 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 BBBEE 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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