



Minute Taking

Soft Skills Training Workshop

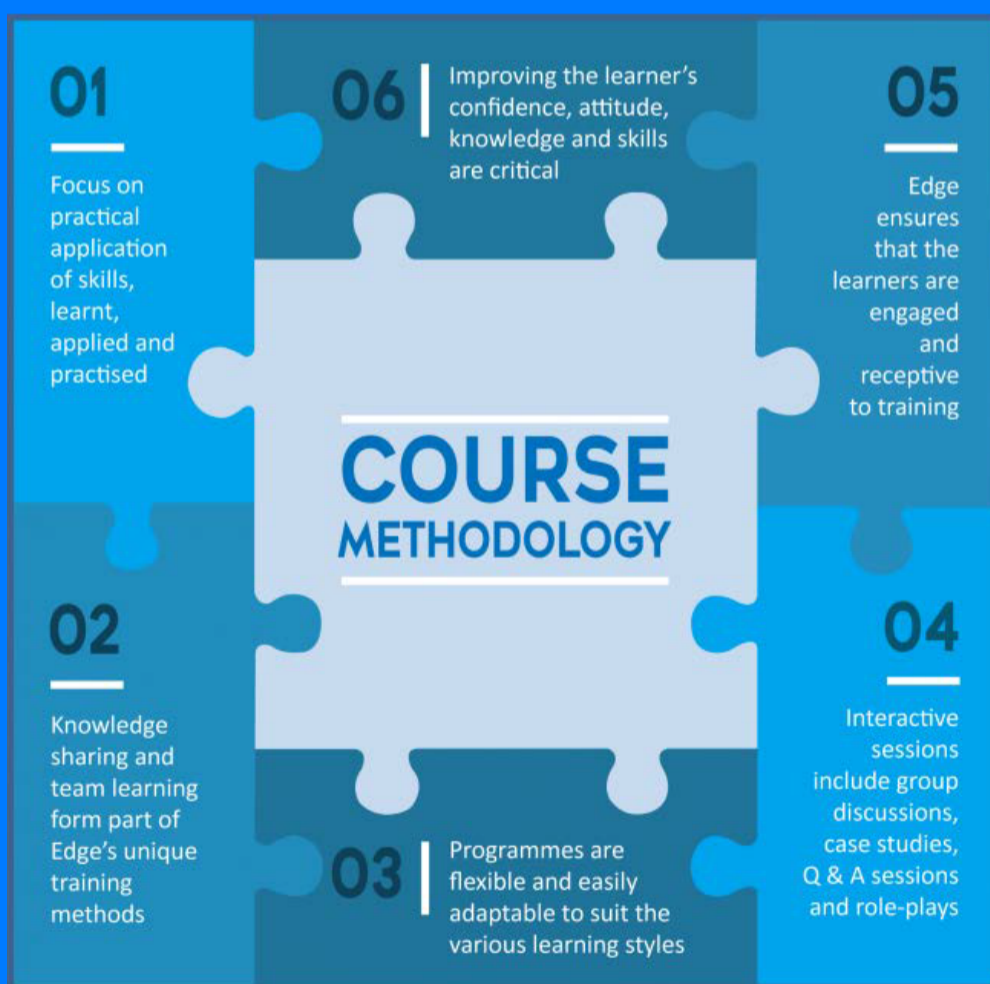
AN ACCURATE ACCOUNT

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

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.



About Edge Training

With over 22 years of Human Development training experience, Edge Training has a Level 1 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.

Get in Touch

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