PREREQUISITES

Participants should possess the following:
- Have basic proficiency in the English language
- Familiarity with word processing software (e.g. Microsoft Word, Google Docs).

Recommended
- Basic English proficiency (spoken & written)

DURATION

🕐 **16-hour training course (2 days), 9.00am - 5.00pm**

COURSE DATES

https://asktraining.com.sg/course-schedule/

Course Code: **ASKWRM**

Full Course Fee:
S$1308
(inclusive of 9% GST)

UTAP Claimable:
https://asktraining.com.sg/utap-funding/

Write Minutes of Meeting

Course Description

In the workplace today, writing the minutes of meeting is no longer restricted to just secretaries or personal assistants. Nowadays, any person attending the meeting may be asked to write minutes especially if the one in-charge is not around. Therefore, it is
especially important for people to understand how to write minutes in the workplace.

In our course, Write Minutes of Meeting, we will teach you the proper way to write minutes for different types of meetings that may occur at work.

Minutes provide an official record of what has taken. Participants will learn the different challenges that minute-takers face when taking minutes. Very often minute-takers want to know how much to take down during a meeting and how to write them correctly.

They will also learn the different styles, language and layouts of minutes, as well as note-taking techniques to be able to take better minutes at work.

In addition, they want to know why a meeting is conducted in a certain manner.

Course Objectives

By the end of the course, participants would be able to:

✓ Have an overall understanding of how meetings are conducted.

✓ Use the correct techniques for taking and summarizing notes of meetings.

✓ Write notes of discussions and minutes of meetings confidently and professionally.

Course Outline

- Documents for conducting a meeting
- Common terms used in meetings
- The different styles of minutes
- The correct language for minutes
- Layouts of minutes
- Note-taking techniques
- Summarizing skills