



# **AN ACCURATE ACCOUNT**

## **A MINUTE TAKING WORKSHOP**



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### WORKSHOP OUTLINE & OBJECTIVES

- Identifying the importance of an agenda
- Creating an effective agenda for a meeting
- Defining what minutes really are and understanding the importance of accuracy
- Discovering the functions of the minute taker
- Understanding what goes in and what should be left out of minutes
- Learning methods and techniques for writing clear , understandable minutes
- Evaluating the impact of poorly written minutes

### WORKSHOP SCHEDULE

- 08:30 Registration & Coffee
- 09:00 Workshop Commences
- 10:30 Morning Refreshments
- 13:00 Lunch
- 15:00 Afternoon Refreshments
- 16:00 Workshop Ends

### COURSE METHODOLOGY

This workshop is conducted with maximum use of practical application of the skills acquired. Participants will, both by themselves and in groups, work with role plays, problem solving, case studies and unique training exercises to ensure they acquire, reinforce and retain newly acquired skills, attitudes and characteristics.

### EDGE TRAINING CONSULTANCY

Edge Training is an Accredited Training Provider with the Services Seta, Accreditation #1135. Edge is a Level 2 BBBEE Company with over 15 year's Human Development training experience in and around Southern Africa. Edge is able to provide training throughout South Africa with a National Footprint of Agencies.

