BUSINESS SEMINAR - MINUTE TAKING

Other · Tregye

PART-TIME INFORMATION

This course will cover:

- the best format for meeting minutes
- what needs to be included and what does not
- how to work with meeting chairs to make taking minutes more effective
- techniques for minute taking
- the importance of accuracy and how to achieve accuracy
- how to handle confidentiality
- how to handle difficult situations whilst you are taking minutes

IMPORTANT

Course information can change. Please use the QR code below for the current assessment arrangements, entry requirements and start dates.

FOR THE LATEST COURSE INFORMATION

Scan for assessment arrangements, learner support, confirmed start dates and how to apply.