



# MINUTES WRITING FOR ORGANIZATION

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## OVERVIEW

Minutes are important documents in the smooth running of an organization and one must acknowledge the vital role that minutes play in an organization's business affairs. However, many people find minute-writing daunting. The process of taking the minutes of a meeting can be tough and many people try to avoid it as they see it as a thankless task.

However, it can be made easier if you understand the processes involved and how to use them to help you. This program is designed for those with little or no minute-writing experience or for those who would welcome an opportunity to brush up their minute-writing skills.

## OBJECTIVES

- ✚ Write minutes of meetings that are accurate, clear and concise and which meet the needs and expectations of the organization.
- ✚ Understand and appreciate the importance of well-written minutes for their organizations and for themselves.
- ✚ Learn the skills to record accurately and efficiently the contents of and decisions taken at meetings.
- ✚ Write minutes utilizing formal and informal formats for minutes.
- ✚ Know the appropriate minutes writing style using the correct Grammar, sentence structure and tone.
- ✚ Apply lessons learned in this course to most types of meetings.

## WHO SHOULD ATTEND?

All professionals striving for better results through more effective minute writing and managing meetings should attend this workshop.

- ✚ Module 1: Supervisor – Ice Breaking Session
- ✚ Module 2: Introduction to Meetings & Minutes
- ✚ Module 3: Qualities of a Good Minutes-Taker
- ✚ Module 4: Preparing the Meeting – Notice and Agenda
- ✚ Module 5: Activities at Meetings
- ✚ Module 6: Types of Minutes
- ✚ Module 7: The Language of Minutes
- ✚ Module 8: Listening and Communication Skills
- ✚ Module 9: 10 Tips to Good Minutes Writing

## WORKSHOP OUTLINE

If you have any enquiries, please contact

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email: [info@comfori.com](mailto:info@comfori.com)

**SBL CLAIMABLE**



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