

MINUTES WRITING FOR ORGANIZATION

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 ARE TAKEN AT MEETINGS.

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