

The Art of Minute Taking

The essential course for all P.A's, Receptionists, Office Administrators, Secretaries, Committee/Trust members

- Recognise the importance of the minute taking role
- Identify the requirements of effective meetings
- Identify methods to record minutes
- Identify different types of minute styles and which is best
- Write effective minutes
- Tips for effective minute writing
- Recognise the minute style for in committee minutes
- Effective use of an action points list
- Effective record keeping
- Recognise the legal issues relating to minute taking
- Effective agenda formulation
- Recognise techniques for recording virtual meetings

WHEN: Tues 15th March
9am-4.30pm

WHERE: TBC
Papamoa

COST: \$350 + GST per person
includes morning /
afternoon tea and lunch.

About THE FACILITATOR

Robyn Bennett is the director of Team Link Training Ltd, a business that provides training in office administration to individuals interested in a professional administrative career. Team Link Training Ltd's courses are in demand throughout New Zealand with courses being run through The University of Auckland, Victoria University (Wellington), Canterbury Employers' Chamber of Commerce and NZIM Southern. Robyn is known for her interactive and fun training style ensuring at the same time participants are learning and increasing their skills and knowledge. More recently Robyn's reputation and experience has taken her further afield into the international arena.

From 2000-2004 Robyn ran a successful secretarial business. Before that she worked in a number of secretarial roles supporting senior management including working for Ngai Tahu Iwi.

Limited spaces available. Contact us at Pacific Admin to book your place before 7th March 2011 on

P: 07 542 9055, email: lieska@slgroup.co.nz

