

WRITING MINUTES OF MEETINGS

Very often, our work is a part of a whole and in order to do it successfully we will need to get together and have meetings with others. Minutes are the record of decisions made and ideas shared at these meetings. This course will help participants write clearer and more comprehensive minutes.

Our Objectives

We aim to

- enhance note-taking skills
- facilitate the taking of appropriate minutes of meetings
- encourage the writing of clearer and complete minutes

Your Profile

This course is suitable for all who write the minutes at meetings or who are required to take notes at briefings.

Your Results

At the end of this course, you should be able to:

- Understand how meetings work
- Listen out for main ideas discussed and summarise them
- Use the language of minutes

Our Methods

There will be plenty of hands on activities such as class discussions and practice to make this course an enjoyable learning experience.

Our Trainers

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

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