

How to Write Minutes of Meetings

Course Objective

- Take appropriate minutes for meetings
- Report more accurately and clearly

Target Audience

Staff who take notes in briefings or those who write the minutes of meetings

Course Outline

➤ Introduction

- Importance of minutes
- Purposes of minutes
- Problems of the minutes-taking

➤ Preparing to take the Minutes

- Preparation and planning
- Summarising skills
- Taking notes for minutes
- Preparing the agenda

➤ The Language of Minutes

- Tenses in reported speech
- Reporting verbs
- Reporting outcomes
- Avoiding ambiguity
- Diplomacy in minutes
- Analysing the minutes of a meeting

Course Fees

Type	Full Fees (inclusive 7% GST):
Member	\$267.50
Non-member	\$374.50

Trainer

Ms Mae Wong is a Senior Associate Trainer of SNEF. She has extensive working experience in training local companies in minute-writing and business communication skills. Mae received her Masters of Arts (TESOL) from University of London, UK and Masters of Arts (ENGLISH) from University of Waikato, New Zealand.

Please refer to SNEF website for available dates

Duration : 1 day, 9am to 5pm (7 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category

'Business Writing'

Enquiries:

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