

Introductory Minute-Writing

This one-day, practical course is intended for those with little or no minute-writing experience or for those who would welcome an opportunity to brush up their minute-writing skills.

By the end of the course, you will have:

- * identified key differences between a 'good' and a 'bad' minute
- * practised writing in relation to specific English language 'problem areas' involving clarity of expression and minute-writing style
- * taken notes and written minutes of a short meeting
- * identified any weaknesses in your minute-writing skills and determined a plan of action for further improvement.