

Meetings and Minutes Taking - The Technological Approach

A core role in any office admin, secretarial or PA job is supporting your team, aiding productivity and efficiency in an otherwise manic world!

Time is precious and meetings can often be a thorn in our side.

Thousands of hours are wasted in the British workforce through 'having meetings' – but when used properly, productively and proficiently they can be very valuable forms of communication.

Benefits: -

- Harness the power of productive meetings
- Understand the need for different types of meeting
- Clarify the roles of chair, attendee and minute taker
- Understand the logistics required for arranging meetings
- Plan and prepare to ensure every meeting has a clear focus
- Organise others to increase meeting efficiency
- Clearly document key points
- Understand how to feed back actions
- Determine the output of each meeting in no uncertain terms.

WHO SHOULD ATTEND

If you work as a Secretary, Administrator, PA, EA or Office Manager for instance, your role may involve taking notes or minutes at meetings

REQUIREMENTS

- Before starting this course you need to have some basic knowledge in using Microsoft Office
- Have a computer preferably a laptop with any operating system: Windows, Mac OS X, or Linux

CURRICULUM

Lesson One: what minutes are, the cycle of a meeting, different types of meeting, the purposes and benefits of meetings, the roles of chair, attendee and minute taker, the tasks that a minute taker might undertake before the meeting, notice of the meeting, arranging the venue and refreshments, preparing the agenda, dealing with documents that may be needed for a meeting, distributing the agenda, last minute preparations.

Lesson Two: definition of the role of the minute taker, preparation for the start of the meeting, the four steps of listening, skills to speed up your note taking, what to note down in a meeting, the importance of the liaison between minute taker and chair, confidence, assertiveness.

Lesson Three: grammar, spelling, punctuation, vocabulary, how to use reported speech, word processing skills, proofreading, typing up the minutes, distributing the minutes.

FEE: ₦=58,500

COURSE SCHEDULES:

Batch: July Batch
Duration: 1 day
Dates: Thu, July 26th, 2018, 9:00AM - 2:00PM
Venue : 63, Ogunlana Drive, Surulere, Lagos

Batch: November Batch
Duration: 1 day
Dates: Wed, November 21st, 2018, 9:00AM - 2:00PM
Venue : 63, Ogunlana Drive, Surulere, Lagos

HOW TO REGISTER

1. Go to <https://training.firstlincoln.net/course/6/view> and click on the enrol button
2. Kindly fill the registration/enrollment form and click on continue
3. On the Confirmation Page, Click on the Pay Now button to pay online
4. If you want the invoice paid by someone other than you (Eg the company you work for, friend, etc), input the email address of the receiver in the "Send Invoice To Email" Section and the invoice will be generated and sent to the you with the other receiver in copy with instructions on how to complete payment.

For a full bouquet of our courses kindly visit <https://training.firstlincoln.net/courses>

Please note that this event is by prior reservation only; all reservations are subject to confirmation by Firstlincoln Technologies. For more information please call **0806 693 8330**, **0908 166 9518**, or e-mail training@firstlincoln.net or visit training.firstlincoln.net to either download a reservation form or fill an online reservation form.

CONTACT INFORMATION

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