Professional Minute Taking and Report Writing Skills

Course Objectives

On completion of the course, participants should be able to:

- Organize meetings and document proceedings and write effective reports
- Develop a professional writing process both to produce high-quality documents and to diagnose problems in documents.
- Structure reports in a step-by-step format that connects with the reader
- Write in a persuasive style for your audience
- Set the key objectives for business documents
- Write reports from the reader’s perspective and gain rapport
- Determine how to choose the most appropriate medium or combination of media to accomplish the goals of documentation.

Target Groups

- Secretaries and Admin staff
- Heads of departments
- Officers
- Senior Officer
- Middle and lower level Managers
- Information and Publicity Officers
- Administrative Officers

Course Outline

- General Management Principles
- MS Outlook management
- MS publisher
- Advanced Excel
- Data Management basic - level 1
- Power point presentation
- Purpose of report writing
- Elements of reporting
- Progress Reports
- Writing Brief Reports
- Incident Reports
- Effective Meetings
• Arranging the meeting, Agenda setting, Minute taker
• The meeting cycle
• Structure of a meeting
• Agenda setting
• Note Taking
• Attending the Meeting
• At the meeting - concerns/issues
• Common problems
• Writing Minutes
• Layout of Minutes
• Tradition style
• Factual style
• Getting the key points and relevant facts
• Identifying examples of good minutes
• Reworking bad minutes
• Summary and consolidation of minutes
• Action planning

Dates: 13th – 24th April 2020

Duration: 2 Weeks

Course Costs: US$2850/delegate

Venue: Pretoria, RSA