

Effective Minute Taking
Thursday 7th December 2017
9.30am to 4.00pm
Engage Renfrewshire
Paisley

This all day course will cover

- Introductions and expectations
- setting an effective agenda
- skills and qualities of a minute taker
- active listening critical analysis of prepared minutes note taking etc.

To book a place on this all day course please contact

smiller@engagerenfrewshire.com