

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