

FULL DAY COURSE THE ART OF MINUTE TAKING

Staples Rodway Taranaki
109-113 Powderham Street
PO Box 146
NEW PLYMOUTH

P: +64 6 757 3155
F: +64 6 757 5081
E: newp@staplestaranaki.co.nz

Staples Rodway Taranaki



www.staplestaranaki.co.nz

Wednesday 13th July 2011
9am - 4pm

Maximum of 16 spaces available

Quality Hotel New Plymouth International
Cnr. Courtenay & Leach Streets
New Plymouth

Per person:
Early Bird Pricing (before 22nd June) \$ 495 + GST
Standard Pricing \$ 550 + GST
Workbook and lunch are included
Payment in full is required prior to the course

Course Outline:

- Recognise the importance of the minute taking role
- Identify the requirements of effective meetings
- Identify methods to record minutes
- Identify different minute styles and which is best
- Recognise the minute style for in committee minutes
- Effective use of an action points list
- Effective record keeping
- Recognise the legal issues relating to minute-taking
- Effective agenda formulation
- Recognise techniques for recording virtual meetings
- Write effective minutes
 - Tips for effective minute writing
 - Determining what needs to be recorded
 - Three step approach to recording discussion
 - Procedure – Motions and Amendments
 - Minute templates

Staples Rodway introduces – Robyn Bennett

Robyn is the director of Team Link Training Ltd, a business that provides training in office administration to individuals interested in a professional administrative career. Team Link Training Ltd's courses are in demand throughout New Zealand with courses being run through The University of Auckland, Victoria University (Wellington), Canterbury Employers' Chamber of Commerce and NZIM Southern.

Robyn is known for her interactive and fun training style ensuring at the same time participants are learning and increasing their skills and knowledge. More recently Robyn's reputation and experience has taken her further afield into the international arena.

From 2000-2004 Robyn ran a successful secretarial business. Before that she worked in a number of secretarial roles supporting senior management.

Please Note:

A two-hour evening course is being held on the same day aimed at the Not For Profit Sector, contact Ann England for details.

If you'd like more information on these, or any of our other courses, please go online to www.staplestaranaki.co.nz. Alternatively, contact Ann England on 06 757 3155 or by emailing training@staplestaranaki.co.nz

FULL DAY COURSE The Art of Minute Taking

ENROLMENT FORM



Wednesday 13 July 2011 9am - 4pm

Participant Name(s)	(1)	
	(2)	
	(3)	
	(4)	
Pricing per person	<input type="checkbox"/> Early Bird Pricing \$495 + GST (before 22 June) <input type="checkbox"/> Standard Pricing \$550 + GST (after 22 June)	

ORGANISATION DETAILS

Organisation Name	
Postal Address	
Phone	
Purchase Order	
Person Authorising this Training	
Email address (for course confirmations)	

CANCELLATION / SUBSTITUTION POLICY

Cancellations 0-5 working days prior to the course date: No refund will be given
 Cancellations prior to 5 working days: 100% refund will be given.
 Substitutions are permitted.

CAPACITY

Staples Rodway reserve the right to postpone or reschedule this course if the minimum number of 10 participants is not reached. Maximum Course Capacity is 16 Participants.

POSTPONEMENT POLICY

Staples Rodway will endeavour to give participants as much notice as possible in the event the course is postponed due to circumstances outside of our control.

HOW DID YOU HEAR ABOUT THIS COURSE?

<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Training Brochure
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other _____

Email your completed enrolment form to training@staplestaranaki.co.nz or send by fax to 06 757 5081
 Payment by cheque to Staples Rodway, PO Box 146, New Plymouth or contact Ann England for other payment options.