



The KZN Chamber of PIFSA

Presents

Minute Taking

COURSE OBJECTIVES:

The objective of this course is for delegates to acquire knowledge and skill on how to take minutes of a meeting, and how to prepare an agenda for a meeting. Various formats that minutes can take will also be addressed and delegates will be required to undertake a practical exercise in minute taking.

WHO SHOULD ATTEND THIS COURSE:

Employees who have no, or limited experience in minute taking would benefit from attending this course.

COURSE CONTENTS:

- Sending out Notice of a Meeting
- Drawing up a Meeting Agenda
- Taking Minutes
- Various Formats of Minutes
- Style
- Practical Exercise

DURATION:

Duration : ½ day - refer to national calendar for dates
Times : 08:30 – 13:00

COST PER DELEGATE:

Please contact the KZN chamber for pricing.

The course includes tea, coffee and Course notes

A minimum of (x8) delegates are required

This programme is also available to be run on an in-house basis.

VENUE:

KZN Chamber Offices Afriscan Park, 21 Qashana Khuzwayo Road, New Germany.

ENROLMENT:

For any further information please contact Helen Stuart at the KZN Chamber office on 031 7058744 or kzn-chamber@pifsa.org Complete the Enrolment form and fax it to Helen on 031 705 4408