

<b>Workshop Title</b>	<b>Professional Minute Taking</b>
<b>Workshop Description</b>	This workshop is designed to create an understanding of professional minute taking and the purpose and importance of accurate reflection of meeting proceedings. Delegates will learn how to plan for a meeting, draw up an agenda and understand meeting procedures. Delegates will also learn the skill of summarizing, capturing relevant information, group information and develop effective listening skills.
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Must be at least twenty three years of age.</li> <li>• Must be in possession of a matric certificate or the mature age exemption procedure will apply.</li> </ul>
<b>Delivery Method</b>	Contact Sessions
<b>Duration</b>	2 days/ 16 hours
<b>Price</b>	Refer to BSU Fee Schedule