

Effective Note-Taking Skills

22 May 2025, Thursday

9.00am – 5.00pm

Speaker: MS KIM CHOW

Virtual

Course code: SS220525W1

Closing date: 20 May 2025



Course Introduction

Effective minute taking starts with effective note-taking techniques. This comprehensive programme uses the video of a simulated management meeting to help the participants learn a useful note-taking technique to record the decisions and actions of a discussion. They will also learn a practical framework to sort, select and structure the notes taken at a meeting.

Course Objective

This programme aims to equip participants with the necessary skills to develop effective note-taking strategies, record the decisions and actions taken at a meeting, and prepare the notes for writing up the minutes.

Learning Outcomes

By the end of the training, the participants will have the confidence and competence to take notes at a meeting, record decisions and actions accurately and navigate challenging meeting dynamics.

Who Should Attend

Company secretarial assistants, students, and graduates who wish to acquire effective note-taking skills at meetings and develop their ability to manage challenging meeting dynamics.

About The Trainer : MS. KIM CHOW

Kim Chow is an educator, a soft skills trainer, and director of Kim Chow Communicators which owns the registered trademark KimChow®. Her experience in the corporate world has sharpened her Communication Skills in our multicultural and pluralistic business world. The competitive business environment has motivated her to raise the bar on her expertise in Business Etiquette and Personal Branding. As a result of her ongoing business endeavours, she has documented a vast collection of case studies that she uses in her training programmes. As a practitioner of Experiential Learning, her training methodology involves hands-on activities such as simulations, role-play, dramatizations, performing arts, photography, video recording, and filming. The activities are followed by self-reflection and evaluations.

Course Topics

1. Introduction and Overview
 - The purpose of minutes and the legal requirements.
 - Meetings and the different levels of formality.
 - The guiding principles: 8Cs framework.
2. The Role of the Minute-Taker
 - Range of activities before, during and after the meeting.
 - Self-preparation: mentally and physically.
 - Managing jargon, controversy and interruptions.
3. Note-taking Strategies
 - Active listening: Listen first, write second.
 - The message, decisions and actions.
 - The LEARN technique.
4. Video of a Management Meeting
 - Apply the LEARN technique.
 - Apply critical thinking to record the decisions and actions accurately.
 - Apply effective communication skills to seek clarification.

Training Methodology

Video, case studies, interactive sessions, exercises and hands-on practice.

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 08/05/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	490	540	510
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Retired MAICSA member	270	270	270
MAICSA Member's staff***	600	600	600

Fee includes course materials in digital form and e-certificate.

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 80)**

Attention: Ms

- Fee is payable to **MAICSA**

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Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

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- **NO Letter of undertaking is accepted.**

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

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WEBINAR ACCESS LINK

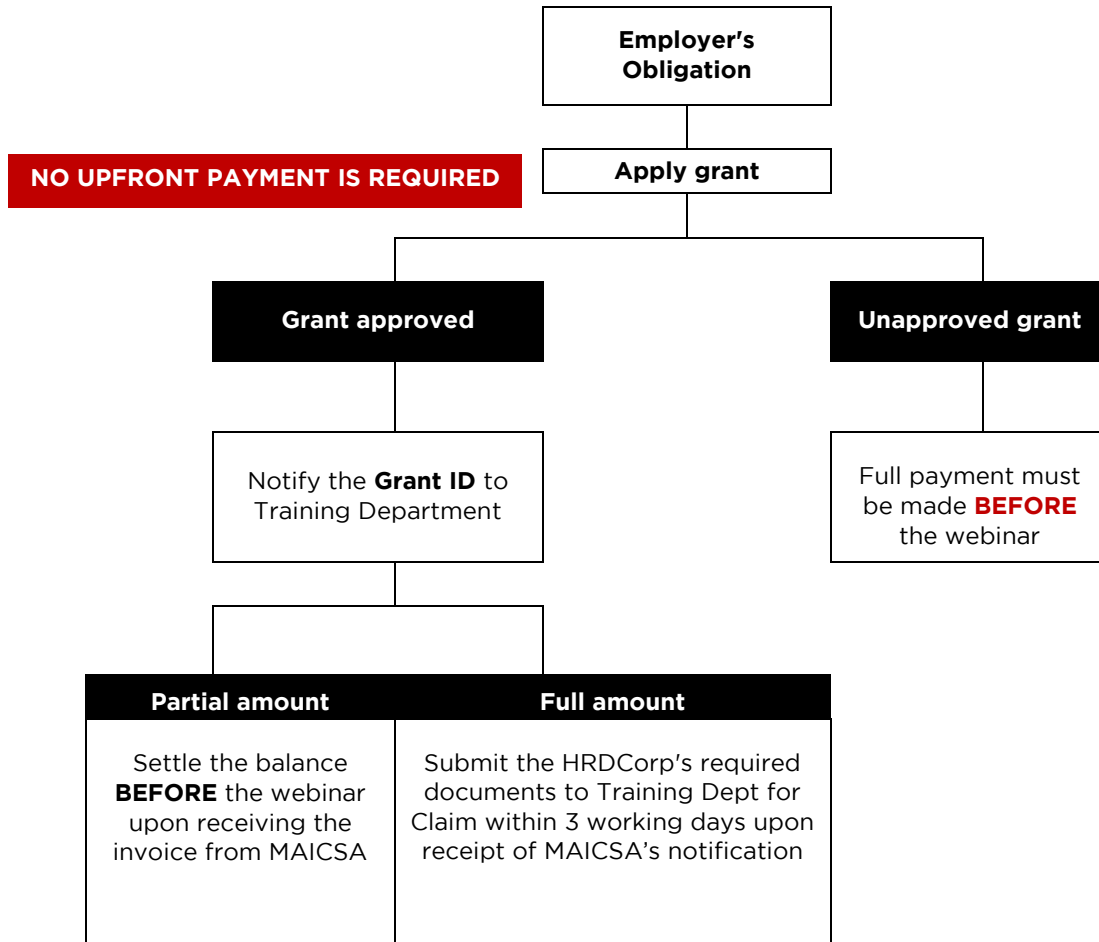
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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TRAINING PROGRAMME NO: 10001522729**



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