

Minute Taking – Writing up the Minutes

6 March 2025, Thursday

9.00am – 5.00pm

Speaker: MS KIM CHOW

Virtual

Course code: SS060325W1

Closing date: 3 March 2025

**8 CPD
HOURS**

Course Introduction

Minute Taking comprises two important tasks: Effective note taking and writing up the minutes. This comprehensive programme helps the participants learn the art of converting the notes that they have taken into a set of minutes. Essentially, it helps the participants develop strong language competence and effective writing skills to produce a reader-friendly set of minutes representing an objective summary and concise record of the meeting.

Course Objective

This programme aims to equip participants with language competence and effective writing skills to convert the notes taken at a meeting into a set of minutes.

Learning Outcomes

By the end of the training, the participants will have the confidence and competence to convert their notes into well-organized minutes that effectively capture the discussions, decisions, and action items.

Who Should Attend

Company secretarial assistants, students, and graduates who wish to acquire language competence and develop effective writing skills to help them write minutes competently.

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

Reviewing the Notes

1. Case study.
2. Review and confirm the decisions and actions.
3. Review the background information of the discussion.

Writing Up the Minutes

1. Principles of good writing.
2. Reported speech.
3. Writing toolkit.

Transforming Notes into Minutes

1. How to streamline the notes.
2. Focus on the decisions and decisions.
3. Include relevant background of the decisions.

Case Studies

1. Summarising technique 1
2. Summarising technique 2
3. Sample minutes

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 20/2/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
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MAICSA Member's staff***	600	600	600

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

- Fee is payable to **MAICSA**

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

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