

# **WEBINAR SERIES:**

## Minutes Writing – How to Write Effectively

**25 June 2024, Tuesday**  
9.00am – 5.00pm  
Speaker: MS KIM CHOW

Virtual  
Course code: SS250624W1  
**Closing date: 24 June 2024**



**8 CPD  
HOURS**

## Course Introduction

Writing meeting minutes should not be a daunting task or lead to writer's block. Applying effective writing skills to minutes writing helps to produce a reader-friendly set of minutes that represents an objective summary and concise record of the meeting. Effective writing techniques offer a useful framework on how to sort, select and structure notes into minutes.

## Course Objective

This course provides a practical guide on how to develop effective writing techniques and transform the skill into the art of writing minutes.

## Learning Outcomes

By attending this course, participants will be able to:

- Learn and apply effective writing techniques for reader-friendly impact.
- Write the meeting minutes in a concise, objective, and structured manner.
- Convert notes into minutes using a helpful framework or format.
- Develop and practise the art of writing minutes.

## 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. Writing Style
  - Principles of Good Writing
  - Reported Speech
  - Writing Toolkit
2. Guiding Principles of Writing Minutes
  - The 8 Cs Framework
  - Good Practice Checklist
3. Transforming Notes into Minutes
  - Streamline the Notes
  - Write Up the Minutes
4. Effective Summarising Skills
  - Identify the Decisions and Actions
  - Capture the Elements in a Logical Order
5. Listen First, Write Later
  - Hearing and Listening
  - Deliver the Right Flavour

## Training Methodology

Case studies, Interactive Sessions, Exercises, Hands-on practice

## Who Should Attend

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

## WEBINAR FEE

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 11/6/2024)	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
Non member	640	690	660
Retired MAICSA member	270	270	270
MAICSA Member's staff***	600	600	600

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

Registration with HRDCorp grant, **the NORMAL FEE will apply. Discounted fee is NOT applicable.**

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- (iii) The Sponsoring staff must be MAICSA active member
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### ENQUIRIES:

Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)

Tel: **03-2282 9276 (ext 803)**

**Attention: Ms Vicky**

- Fee is payable to **MAICSA**

### PAYMENT MODE:

#### Online transfer

RHB Account No: 2-64-094-0000-4232

Swift Code: RHBBMYKL

**Note:** Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to [training@maicsa.org.my](mailto:training@maicsa.org.my) or fax to 603-2283 4492, for our verification and record.

**Individual Registration:** Full payment shall be made AFTER you have done the online registration.

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

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

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

## TERMS & CONDITIONS FOR WEBINARS

### WEBINAR ACCESS LINK

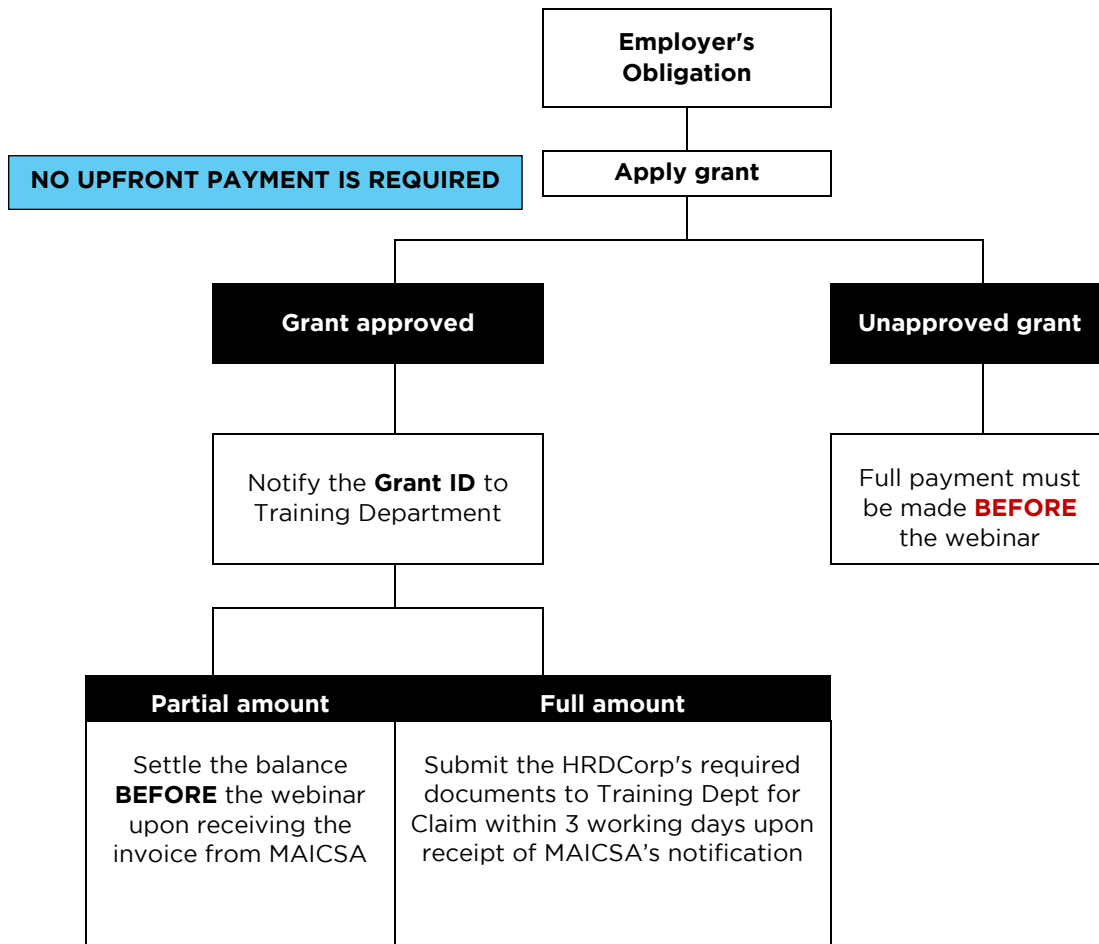
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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MAICSA is an approved Training Provider registered under 'The Malaysian Institute of Chartered Secretaries and Administrators' (**MyCoID: 1472 (SEL)**).

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**SBL KHAS  
REMOTE ONLINE TRAINING (PUBLIC)**



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- Replacement of participant and transfer of webinar are not acceptable.

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- Participants will be issued with an e-certificate of attendance and full payment and awarded CPD hours upon strict compliance of the following terms:
  - Remain logged in at least 75% of the time allocated for the webinar,
  - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance> within 5 working days after the webinar.
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