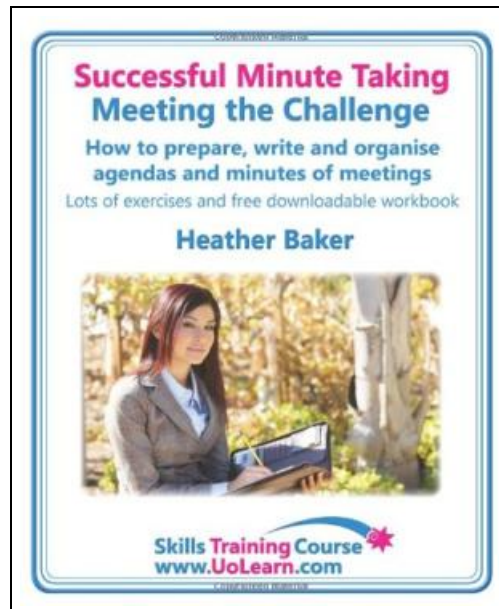


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Universe of Learning Ltd, United Kingdom, 2010. Paperback. Condition: New. Language: English. Brand new Book. Successful minute taking - meeting the challenge. I'd rather throw myself downstairs . That was how I used to feel about minute taking; this book is aimed at those among you who feel the same. It is aimed at secretaries, PAs and administrators and covers the issues that worry them; these are based on the things that worried me and the things that have worried my hundreds of delegates on my training courses over the last 10 years. This book will give you the knowledge and confidence to be able to prepare for a meeting, work with your meeting chair, take notes during the meeting and to write your minutes afterwards. It has been written by an experienced PA who now trains other people in the skills she has developed. The book is laid out in a very easy to read format and gives lots of advice based not only on Heather's experience but also the many people she has trained. It has a checklist to help you make sure you remember everything you need to do before, during and after the meeting. The roles of the chair and yourself are defined. There are examples and opportunities to practise your skills. About the author - Heather Baker Heather had over twenty years' experience as a secretary and PA before setting up Baker Thompson Associates Limited in 2000. The company specialises in the training and development of secretarial and administrative staff). She now travels all over the UK working with large and small companies to enable their office staff and PAs to work more effectively and efficiently. She also delivers courses in the Middle and Far East. Heather is a Certified NLP Practitioner. She worked...



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