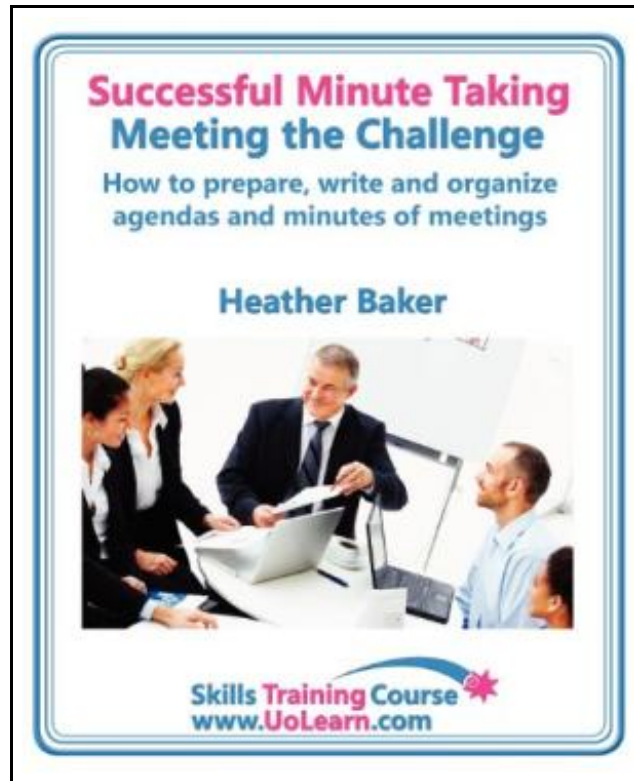


Successful Minute Taking and Writing - How to Prepare, Organize and Write Minutes of Meetings and Agendas - Learn to Take Notes and Write Minutes of Meetings - Your Role as the Minute



Filesize: 8.88 MB

Reviews

Here is the best publication i have got go through until now. It is actually writter in simple phrases and never hard to understand. I realized this publication from my dad and i suggested this ebook to find out.


(Lorena White)


SUCCESSFUL MINUTE TAKING AND WRITING - HOW TO PREPARE, ORGANIZE AND WRITE MINUTES OF MEETINGS AND AGENDAS - LEARN TO TAKE NOTES AND WRITE MINUTES OF MEETINGS - YOUR ROLE AS THE MINUTE



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Universe of Learning Ltd, United Kingdom, 2012. Paperback. Book Condition: New. 231 x 188 mm. Language: English . Brand New Book ***** Print on Demand *****.Successful Minute Taking and writing. How to prepare, write and organize agendas and minutes of meetings. Learn to take notes and write minutes of meetings. Your role as the minute taker and how you interact with the chair and other attendees. I d rather throw myself downstairs - That was how I used to feel about minute taking; this book is for 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 that have worried my hundreds of delegates over the last 10 years. This book is easy to read and has lots of exercises to help you develop your skills. It has advice on note taking, summarizing, preparing agendas, becoming more confident in your role, working with the chair, writing skills, listening skills and the difference between making notes at the meeting and writing the minutes. There is a useful list of the order of tasks and a checklist with timings. There is a free downloadable booklet with all the exercises in it for you. The author, Heather, has experience not only of undertaking the role of secretary and PA but she also has 10 years experience in training other people to use the skills she has and she shares all of this experience in this book. If you want to learn how to take minutes with ease then this is the book for you. What do people think? I had a real phobia about minute taking and was dreading today, but you ve really taken away my fear. It s all...

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