

From: [Native Education & Training College](#)
To: [Algonquins of Ontario Consultation Office](#)
Subject: Attend Minute Taker Workshop Winnipeg
Date: Tuesday, May 7, 2019 11:44:25 AM

**NATIVE EDUCATION & TRAINING
COLLEGE**

Minute Taker Workshop

What Topics are Covered?

- The role of a minute taker
- The skills of a minute taker
- Meeting agreements
- Minute styles (formal, informal, and action)
- What do I record?
- Techniques for preparing minutes
- The minute book
- Taking minutes in an interactive meeting


\$700-Two day training fee-includes all learning materials and certification .

19-20 June 2019

478 Madison St, Winnipeg, Manitoba

Call Today





Native Education & Training College
147 McIntyre St. W., Suite 101
North Bay, ON
Ph: 705-223-0434 or
1-800-267-2577
www.nativetc.com
contact person: Martina Duffy

Minute Taker Workshop Winnipeg

When

Wednesday, June 19, 2019 at
10:00 AM EDT

-to-

Thursday, June 20, 2019 at 3:00
PM EDT

[Add to Calendar](#)

Where

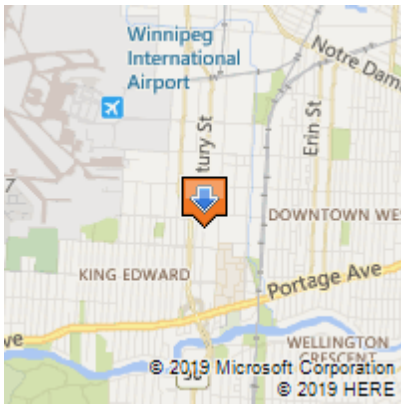
478 Madison St
478 Madison St
Winnipeg, MB

No matter who you are or what you do, whether at work or in the community, you are likely involved in meetings. Meetings are costly, whether they are held in a company boardroom or at the local coffee shop. To ensure that meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if accurate minutes have not been recorded, then the meeting may just as well not have taken place.

If people can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives? After workshop you will understand your role as a minute-taker and the best techniques for producing minutes that include all the essential information needed.

Specific learning objectives include:

- Recognize the importance of minute-taking.
- Develop key minute-taking skills, including listening skills, critical thinking, and organization.



[Driving Directions](#)

- Be able to resolve many of the complaints that affect minute-takers.
- Be able to write minutes that are suitable for formal meetings, semiformal meetings, and action minutes.
- Be an efficient minute-taker in any type of meeting.
- Be able to prepare and maintain a minute book.

Click on the link below to register or RSVP.

[Register Now!](#)

[I can't make it](#)

Sincerely,

Martina Duffy
Native Education & Training College
martina@nativetc.com
800-267-2577

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