

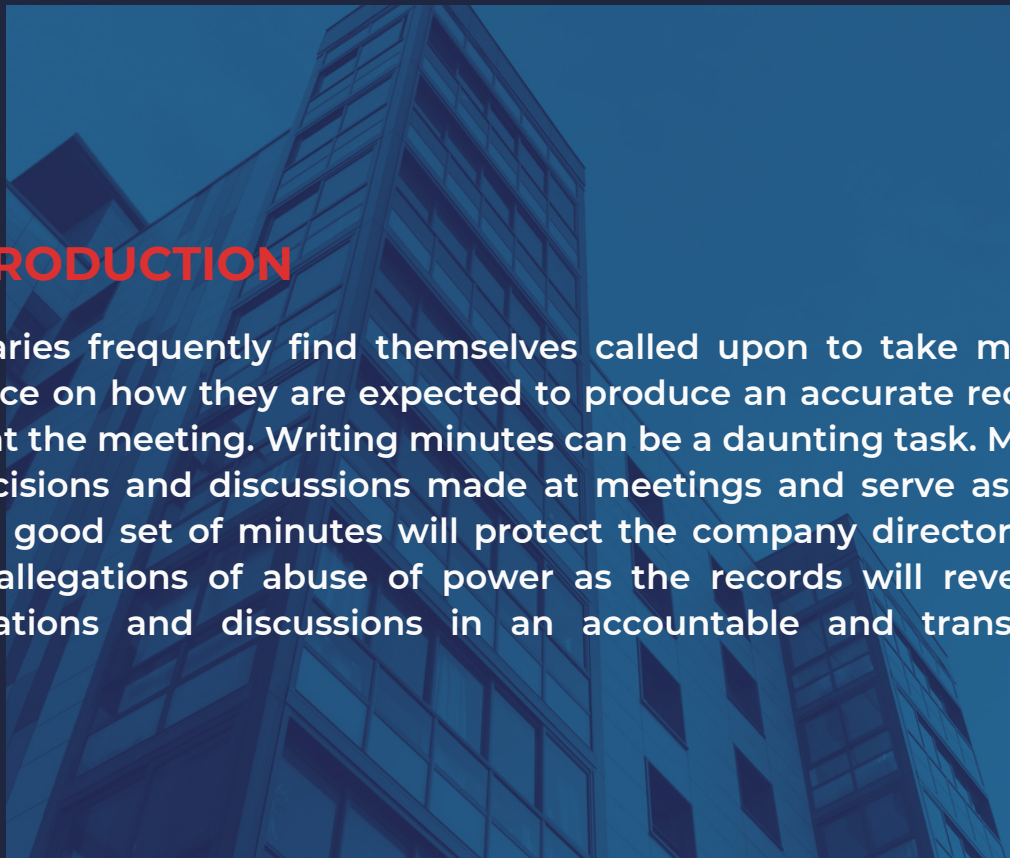


SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

ADVANCED MINUTES WRITING

COURSE INTRODUCTION

Company secretaries frequently find themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what transpired at the meeting. Writing minutes can be a daunting task. Minutes are record of decisions and discussions made at meetings and serve as prima facie evidence. A good set of minutes will protect the company directors from negligence and allegations of abuse of power as the records will reveal the meeting deliberations and discussions in an accountable and transparent manner.



ADVANCED MINUTES WRITING

COURSE OBJECTIVES

This two-day minutes writing course is an advanced course for company secretary and provides practical guidance on how to overcome most problems faced by minute takers and to achieve accurate minute taking. Participants will learn how to overcome the common problems faced by minute takers and develop a toolkit of personal skills to raise their confidence in writing accurate minutes. This is a highly interactive workshop and participants are expected to participate and complete case studies/exercises.

COURSE CONTENTS

- Special rules of grammar and language for minutes.
- Purpose and use of minutes.
- Preparation for taking minutes.
- Useful terminology and how to use it.
- Minutes presentations.
- What minutes should include and what should be left out.
- Tasks of the effective minute taker.
- The role of the chairperson and how to work with him.
- Effective listening.
- Tips and tricks for note-taking.
- The importance of minutes.
- Problems of the minute-taker.
- Types of minutes.
- Note taking skills.
- Minute-taker's checklist.
- Paragraphing and sentence structure.
- Listen well to write well.
- Importance of speed in minutes writing.
- Minutes taking in practice (an interactive exercise)

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Gain practical tips and valuable practice in minutes taking.
- Take accurate and relevant minutes.
- Make efficient use of the pre and post meeting actions to improve quality of minutes.
- Present minutes concisely, clearly and in appropriate style.
- Address the frequent problems and issues when drafting and preparing minutes of meetings.
- Work effectively with the Chairperson.
- Develop a tool kit for personal use.

ABOUT THE TRAINERS

Liew Lee Kee has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

WHO SHOULD ATTEND

Company secretaries and company secretarial staff with more than one year of secretarial experience.

ADMINISTRATIVE DETAILS

DATE	PLATFORM		EVENT CODE
22 - 23 February 2022	Webinar @ Microsoft Teams		020/22/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.		
Training Methodology	Lecture and Case Discussion		
Fee	RM1,000.00	Standard	
	RM800.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	16 points		

ADVANCED MINUTES WRITING

HOW TO REGISTER?

Strictly via online registration at
<https://e-comtrac.ssm.com.my>

NEW USER (First Time Login)

Click on Sign Up
Key in Registration Information
Click on Register
Key in Username and Password
Click on Sign Up

EXISTING USER of SSM EzBiz

Key in Username and Password
Click on Sign Up

Select event code
xxx/22/CEP/WEB

Check on Available Seat

Click on Add Participant

Key in participant's information

Click on Submit

Check participant's details

Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed.

Full payment shall be made at the point of registration.

ADVANCED MINUTES WRITING

TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

All registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, you are deemed to have read and accepted the terms and conditions.

A participant is allowed to attend ONE programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.

No walk-in is accepted and no admission to the training programme without the confirmation slip for classroom training.

Webinar Access Link

A notification e-mail with the webinar access link will be sent at least 1 day before the commencement of the webinar. The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

Cancellation / Absent

No refund application is entertained if participant decides to cancel his registration or fails to attend a programme. Replacement of registered participant is not allowed.

Transfer

Transfer of registration fee to another programme is not allowed.

Personal Data Protection Notice

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

Human Resources Development Corporation

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