

# ADVANCED MINUTES WRITING WORKSHOP FOR COMPANY SECRETARIES



## 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 WORKSHOP FOR COMPANY SECRETARIES

## 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 in 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).

## WHO SHOULD ATTEND

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

## LEARNING OUTCOMES

By attending this two-day workshop, 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 TRAINER

**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 Trademark, 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.

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Live Webinar

## ADMINISTRATIVE DETAILS

Date	01-02 April 2026
	22-23 September 2026
Venue	Virtual platform
Time	09.00 am – 05.00 pm
Training Methodology	Lecture and case discussion
Fee	RM1,100.00 Standard RM900.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points

## HOW TO REGISTER?

### STEP 1

Strictly via online registration at [www.ssm4u.com.my/ecomtrac](http://www.ssm4u.com.my/ecomtrac)

### STEP 2

#### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

#### EXISTING USER

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

### STEP 3

- Select training
- 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 WORKSHOP FOR COMPANY SECRETARIES

## TERMS & CONDITIONS FOR TRAINING PROGRAMMES

### PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

### PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC ([www.ssm4u.com.my/ecomtrac](http://www.ssm4u.com.my/ecomtrac)). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

### LIVE WEBINAR TRAINING

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

### E-LEARNING TRAINING

- Upon successful registration, an email will be sent containing the access link to the pre-recorded webinar and accompanying material will be sent on the start date of the programme.
- Access will be available for a fixed duration of seven (7) days starting from the session's commencement date. After this period, the link will expire, and access to the webinar and materials will no longer be available.

### CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme or in seven (7) working days for conference / symposium. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day. 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 will incur a fee of RM30.00 for reissuance.

### CANCELLATION / ABSENT

- No refund will be given to participants who failed to attend the programme.
- Replacing registered participant is not allowed.

### TRANSFER

Transfer of registration fee to another training 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](mailto:comtrac@ssm.com.my).

### HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

### COPYRIGHTS

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### DISCLAIMER

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