

# 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.

## 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 course, 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.

## WHO SHOULD ATTEND

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

## 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 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.

### ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
29 - 30 March 2021	Webinar @ Microsoft Team	039/21/CEP/WEB
18 - 19 August 2021	Webinar @ Microsoft Team	104/21/CEP/WEB
<b>Time</b>	9.00 a.m. - 5.00 p.m.	
<b>Training Methodology</b>	Lecture and Case Discussion	
<b>Fee</b>	<b>RM1,000.00</b> Standard <b>RM800.00</b> Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
<b>CPE points</b>	16	