



# Writing Meeting Minutes and Agendas; Taking Notes of Meetings, Sample Minutes and Agendas, Ideas for Formats and Templates: Minute Taking Training with Lots of Examples and Exercises (Paperback)

By Heather Baker

Universe of Learning Ltd, United Kingdom, 2010. Paperback.  
Book Condition: New. 234 x 188 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Easy 4 Me 2 Learn Writing Meeting Minutes and Agendas. 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, summarising, 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...



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