

# LEADERSHIP & MANAGEMENT

QNET presents:

## Writing Effective Minutes

Thursday, October 12, 2017 – 8:15 a.m. to 4:15 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

When someone asks you to take minutes at a meeting, do you cringe and say, "Why me?" Do you write furiously during a discussion and then scratch your head to make sense of what you wrote after the meeting? Have you ever read minutes and then wondered if you and the minute-taker were even on the same planet? If you've said "yes" to any of these questions... you're not alone.

Creating effective minutes is a process that people commonly struggle with. The reason? They usually have never had the opportunity to learn the tools and techniques for mastering the art of writing effective minutes. As well, people often don't recognize the important role the minute-taker plays in the success of the meeting.

This high-energy workshop resolves those issues. Participants will take an active part in learning the techniques for...

- note-taking and summarizing efficiently
- interacting with the chair to keep the discussion on track
- giving the readers the information they need
- using clear, concise language
- using templates to write the minutes
- developing effective agendas

**Facilitator: Marie Antaya** is the director of Eclectic Communications – a highly recognized training and consulting company that specializes in business communication and professional development. Marie has many years of experience as an educator in a variety of subjects including business communication. She has also led numerous program and course development projects. Along with her training and course development work, Marie has shared her expertise with clients in private, non-profit and public sector organizations. Using her combined experiences, Marie delivers informative, practical workshops tailored to the audience's needs. In addition, Marie has been involved in a range of writing and editing projects. She has developed resources, created promotional materials, and written website content. In all of her writing projects, Marie ensures that each document connects with the reader and gets results.

### This workshop is:

- An optional course in the 70 credit hour QNET Certificate in Management Development (CMD).
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education.
- Presented by QNET in partnership with APICS Winnipeg Chapter, Manitoba Aerospace, and Manitoba Education and Training.

### Fee: (includes a light lunch)

- \$349.00 + GST for Members of QNET or APICS
- \$419.00 + GST for Non-Members

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QNET  
Suite 660, 175 Hargrave Street  
Winnipeg, MB, R3C 3R8  
Phone: (204) 949-4999  
Fax: (204) 949-4990  
mail@qnet.ca  
www.qnet.ca