



GOVERNANCE WORKSHOP

EFFECTIVE MINUTE-TAKING

KNOWLEDGE AND TOOLS FOR WRITING PURPOSE-DRIVEN MINUTES

OVERVIEW

Accurate recording of meeting minutes is crucial for organizations to capture key discussions, reasons behind decisions, any concerns or dissenting views, and details of matters resolved through circulation.

WHO SHOULD ATTEND

- Company Secretaries
- Executive Assistants
- Administrative Professionals
- Others who wish to learn/improve minute taking skills

OUTLINE

- Essential elements of minute taking
- Effective note-taking
- Structure, style, layout
- Circulating/filing
- Technology and minute-taking



FACULTY
YUSRA A. GILANI
Legal Consultant, aabll

TRAINING INVESTMENT:

- PKR 22,000/- Non-Member
 - PKR 20,000/- PICG Member
- Prices are exclusive of any taxes*

Enrolment is subject to PICG's terms & conditions

Contact us for further details at:

✉ training@picg.org.pk



29th Jan, 2025



10:00am – 1:00pm



Online Via Zoom

For Registration (click on the link in the caption)