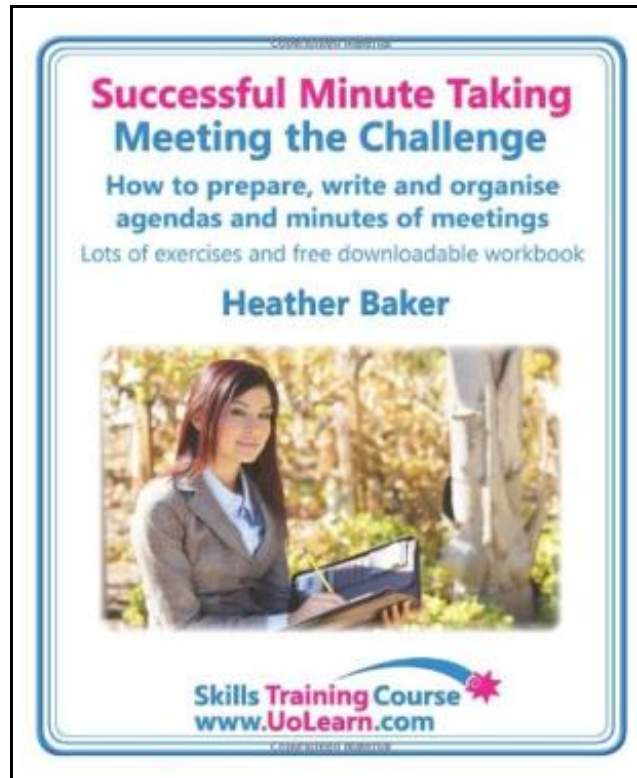


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Universe of Learning Ltd, United Kingdom, 2010. Paperback. Book Condition: New. 231 x 185 mm. Language: English . Brand New Book ***** Print on Demand *****.Successful Minute Taking - Meeting the Challenge I d rather throw myself downstairs - That 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 has 10 years experience in training other people to use the skills she has and she shares all of this experience in this book. If you want to learn how to take minutes with ease then this is the book for you. About the author - Heather Baker Heather had over twenty years experience as a secretary and PA before setting up Baker Thompson Associates Limited in 2000. The company specialises in the training and development of secretarial and administrative staff (She now travels all over the UK working with large and small companies to enable their office staff and PAs to...



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