



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

Mobile: **0412 041 171** Email: info@ctcsydney.com.au Web Address: www.ctcsydney.com.au

ACN: 091 541 730 ABN: 56 091 541 730

Minute Taking

✓ Step 1 – Select Subject

Subject – Minute Taking

Location – Client site

Prerequisites:

- A requirement to write efficient & effective minutes for informal or formal meetings.

What do you get:

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

✓ Step 3 – Contact CTC

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Based on your chosen Subject and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

- ☐ Role Defined
- ☐ Behaviour Styles
- ☐ Active Listening
- ☐ Setup
- ☐ Methods
- ☐ Digital Tools
- ☐ Formal Meetings
- ☐ Informal Meetings