

THE DO'S & DON'TS OF WRITING OF MINUTES

HOSTED BY

THE CO-OPERATIVE CREDIT UNION LEAGUE OF TRINIDAD & TOBAGO

WEDNESDAY MAY 04, 2016

VENUE: BANQUET & CONFERENCE CENTRE AT THE CASCADIA HOTEL, ST ANNS

DURATION: 1 DAY 9:30AM – 3:30PM

BACKGROUND

Minutes are legal records and must be compiled accurately and efficiently. A competent Secretary must understand the flow of the meeting and pay attention to discussions and the need to pull and document the discussions of the meeting so as to guide those who must execute.

This workshop will provide excellent guidelines to help the Secretary to identify the decisions and accurately and efficiently record the same.

OBJECTIVES

The programme will provide a platform to achieve insights into the following:

- What is Effective Minutes Writing?
- The Importance of Accurate Reporting
- Qualities of a Competent Secretary.
- The purpose of Minutes / Legal Role.
- What to record.

BENEFITS

- Be able to write minutes efficiently.
- Maintain an Effective System for record keeping and monitoring of Actions.

WHO SHOULD ATTEND

Administrative Professionals, Secretaries in organizations/committees and other interested elected officials.

CERTIFICATION

A certificate of participation will be awarded to each participant.



THE CO-OPERATIVE CREDIT UNION LEAGUE OF TRINIDAD & TOBAGO

THE DO'S & DONT'S OF WRITING OF MINUTES

VENUE: BANQUET & CONFERENCE CENTRE AT THE CASCADIA HOTEL, ST ANNS

WEDNESDAY MAY 04, 2016

REGISTRATION

Cost: \$900.00 +VAT per person

Group rate: \$850.00+ VAT per person for groups of three (3) or more persons

(Inclusive of Coffee Break, Lunch, & Writing materials)

9.30 am – 3.30 pm.

Please complete in block letters:

Name(s):

Job Title:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Organization: _____

Address _____

Contact person _____ Email Address _____

Telephone: (868) _____ ext _____ Fax No: _____

Kindly indicate if you need an invoice for processing your payment:

Please ensure that you complete your registration form by signing below:

- 1. Registration is only confirmed upon receipt of this form by The Co-operative Credit Union League of Trinidad and Tobago **accompanied by the appropriate payment before April 28, 2015**
- 2. In cases where registrants neither cancel nor attend this function, please note that there is **NO** entitlement to a refund under any circumstances
- 3. Cheques should be made payable to The Co-operative Credit Union League of Trinidad and Tobago. Non-members are required to pay by **Certified Cheques**.

Signature

Date

Company Stamp

.....

.....

.....