Minute Taking and Business Report Writing

Office Administration

Course Overview

Minute Taking and Business Report Writing: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Minute Taking and Business Report Writing
- Apply practical tools and techniques for Minute Taking and Business Report Writing in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Minute Taking and Business Report Writing in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Setting the scene: Minute Taking and Business Report Writing in today's organisation
2. Key concepts and the language of Minute Taking and Business Report Writing
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Minute Taking and Business Report Writing with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
9 to 13 Nov 2026	Kampala	**$1,450**
16 to 20 Nov 2026	Durban	**$1,450**
30 Nov to 4 Dec 2026	Accra	**$1,650**

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.