

Minute Taking and Meeting Records

Corporate Communications

Course Overview

Minute Taking and Meeting Records: 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 Meeting Records
- Apply practical tools and techniques for Minute Taking and Meeting Records in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Minute Taking and Meeting Records 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 Meeting Records in today's organisation
2. Key concepts and the language of Minute Taking and Meeting Records
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 Meeting Records 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)
2 to 6 Nov 2026	Nairobi	\$1,395
9 to 13 Nov 2026	Kampala	\$1,550
23 to 27 Nov 2026	Durban	\$1,450
30 Nov to 4 Dec 2026	Accra	\$1,395

LTC Consultants

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