

Note Taking and Summarising Skills for Busy Professionals

Corporate Communications

Course Overview

Note Taking and Summarising Skills for Busy Professionals: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

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

Who Should Attend

Marketing, communications, PR and sales professionals, and managers responsible for brand, reputation or revenue growth.

Course Outline

1. Foundations of Note Taking and Summarising Skills for Busy Professionals: principles, terminology and context
2. The business case: why Note Taking and Summarising Skills for Busy Professionals matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
12 to 16 Oct 2026	Johannesburg	\$1,395
19 to 23 Oct 2026	Durban	\$1,450
26 to 30 Oct 2026	Accra	\$1,395

2 to 6 Nov 2026	Online	\$800
9 to 13 Nov 2026	Lagos	\$1,395
16 to 20 Nov 2026	Pretoria	\$1,395
23 to 27 Nov 2026	Harare	\$1,650
30 Nov to 4 Dec 2026	Cairo	\$1,395
7 to 11 Dec 2026	Windhoek	\$1,650

LTC Consultants

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