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 and...

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)
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
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.