

One Day Professional Development Training



In this one-day workshop, participants will increase their confidence and enhance their skills on how to write better minutes.

Participants will feel more empowered with stronger writing skills, improved listening skills and best practice for writing minutes.

In this training, learning outcomes will include:

- What is the real purpose of minutes;
- Understanding the language of minutes;
- Have clarity around the role of the minute taker and your role in particular;
- Have different methods for taking clear and accurate notes;
- Improving listening & writing skills;
- Work effectively with the chair and participants;
- Basic grammar & writing styles;
- Better sentence structures; and
- Different minute styles & layouts.

This training is ideal for anyone who:

- Takes minutes for their work
- Needs to take minutes occasionally or regularly
- Is new to minute writing
- Already takes minutes but wants to improve their skills or feel more confident.

Cost: \$1800 plus GST. Excludes room hire, catering or travel costs. If you require a customised training program to meet your personal needs, an additional fee will apply depending on the level of variation.

Technical Requirements: The client needs to provide internet, project, speakers and printed workbooks at their own cost. (AV equipment can be provided for an additional fee.)

WHAT PEOPLE ARE SAYING

About 'Effective Minute Writing'

I learned how to better take minutes and not just transcribe,. It was an excellent top up of my knowledge base while also learning a few new skills to incorporate.

Natasha

I learned a lot on basic grammar and how to change wordy sentences. It was also very engaging training. I enjoyed it all and stayed interested the whole time.

Alesha Braun

earned how to better take minutes and not just transcribe,. It was an excellent top up of my knowledge base while also learning a few new skills to incorporate.

It covered good points, gool realistic tips and affective process.

Claudia P Hernandez



More About Barbara Clifford (your facilitator)

**Barbara inspires others with her
enthusiasm for making things
easy.**

Barbara Clifford (The Time Tamer) is a co-founder of The Hinwood Institute. She is the lead trainer and coach in Time Management and she is a recognized leader in Stress Management.

An experienced coach, speaker, columnist and facilitator, Barbara's work with The Hinwood Institute assist people to unclutter mess, make order from chaos and swap the shackles of overwhelm for freedom. Barbara's clients move from the relentless hamster wheel to waking inspired, motivated, making decisions with purpose and achieving peak performance.

She has spent over 20 years working in stressful, time precious industries such as film, hospitality and marketing. Since then, Barbara has worked with small business, Not For Profits, Aboriginal Organisations, Media, Marketing, Aged Care, Universities, Health Services and Cruise Ships. She lives in the desert of Alice Springs, Australia working with people around the world.

About other Hinwood Institute Training



Some justifiably call me a control freak, and as I believe in setting the benchmark and never having engaged Barbara before, naturally I was nervous. What a waste of stress, Barbara was a true professional, constantly discussing and refining what I wanted and how I wanted the subject matter delivered.

The webinar was full of webinar newbies, including us. It was a tough gig with participants at first reluctant to join in. I can only describe Barbara's webinar in two ways:

1. Complete professionalism, brilliant delivery
2. Complete success

I am happy to recommend Barbara to deliver webinars and workshops.

Phillip Loader, BECNT, General Manager



I attended a few of Barbara's talks about time management, procrastination, communication and planning. Her talks are interactive, highly motivating and fun. The business world needs more of these types of speakers.

Stephanie Sugito, Administration & Management Assistant.



We recently engaged Barbara to deliver and facilitate a 45 min workshop on Negotiation Skills. It was only a short session but some key phrasing and concepts were communicated in that time. [Participants] identified the Negotiation Skills workshop as one of the useful take-aways from the 3 day program. One of the attendees, 1 week later said that they had used some of

the learnt negotiation approaches the next day and it had had a successful result. Looking forward to being able to work with Barbara again on a longer session.

Sally Clifford (no relation), General Manager, Matrix Consulting Northern Australia–Matrix on Board



help's inside
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