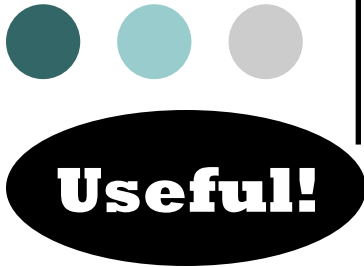


UHV



- Pre-Meeting Preparation
- Minute Taking Process
- Meeting Conduct
- Producing Minutes
- Minutes—Final Copy
- Correcting, Filing,
Indexing

**Thursday,
November 12**
2:00 p.m.—3:30 p.m.

UHV
University West
Room 113

UHV
Enroll on P.A.S.S.
VTRTEM #1

Taking Effective Minutes



An audio-seminar with valuable handouts

National Institute of Business Management

Presented by: Joan Burge,

CEO & founder, Office Dynamics

- Learn the appropriate way of taking, writing, drafting, and distributing meeting minutes.
- Establish guidelines and check-off lists to ensure quality.
- Feel confident in your role as meeting recorder.

Training and Continuing Education.