

The Art of Effective Minute Taking!



MINUTES Matter

Learn the tips and tricks of minute taking

This half day training will provide participants who are starting out in minute taking with the fundamental skills to ensure that the meeting minutes are accurate, objective and a true reflection of the meeting decisions and outcomes.

About Us

We are dynamic and results orientated People & Culture experts with extensive experience in all aspects of Human Resources.

The BelRose Group prides itself on developing meaningful relationships and partnering with organisations to offer bespoke Strategy and People & Culture solutions.

Learn more via our website and social channels.

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