



**Are you required to attend meetings as the minute taker? Do you want to refine your skills in note taking? Do you want to produce timely, accurate minutes?**

This highly informative and practical one day training course will develop the knowledge and skills required to produce minutes of meetings.

## Benefits of the Training

At the end of this training, you will be able to:

- Understand the importance and purpose of accurate minutes of meetings
- Take notes in meetings to record proposals, actions, responsibilities and dates
- Produce minutes of meetings which meet organisational conventions



This training course is a Unit of IQ/IAM Level 3 Award in Professional PA & Administration Skills. By attending 5 one day courses and completing written assignments, you can achieve this Qualification. This training can also be attended as a standalone training day and delivered inhouse to your team of administrators.

## About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We make learning and understanding fun with interactive sessions that use real examples of financial statements and documents.

We offer 2 PA/Admin Qualifications to support your growth and development.

The IQ/IAM Level 3 Award in Professional PA & Administration Skills is made up of 12 one day courses that can be attended as standalone training options. The IQ/IAM Level 4 Certificate in Office & Administration Management is made up of 4 two day courses that can be attended as standalone training options.

## About your Trainer

Annie Page

Annie is a former PA with 15 years' experience working at Director level in a range of industries and businesses. She has worked for over 10 years as a trainer and coach.



Creating the “*Difference that will make the Difference*”  
for you, your team and your organisation



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PA & Administration Skills  
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### **What people say about us**

*"I had the pleasure of attending a training course with Your Excellency in Dubai – it was an enjoyable, interactive and highly beneficial experience. I have already been able to make use of what I learned. I would definitely more than recommend Your Excellency to give you a training experience that is out of the ordinary."*

**Office Manager,  
National Research  
Foundation, UAE**

*"Annie is personable and knowledgeable. She is very good at turning theory into practical tools you can take away and use and I would highly recommend her"*

**Team Leader, London**

*"Thank you so much for all your help, support and encouragement during my training. I really enjoyed your courses which were not only informative but fun and have helped me to achieve my career goals"*

**Senior Executive  
Assistant, London**

[www.yourexcellency.co.uk](http://www.yourexcellency.co.uk)