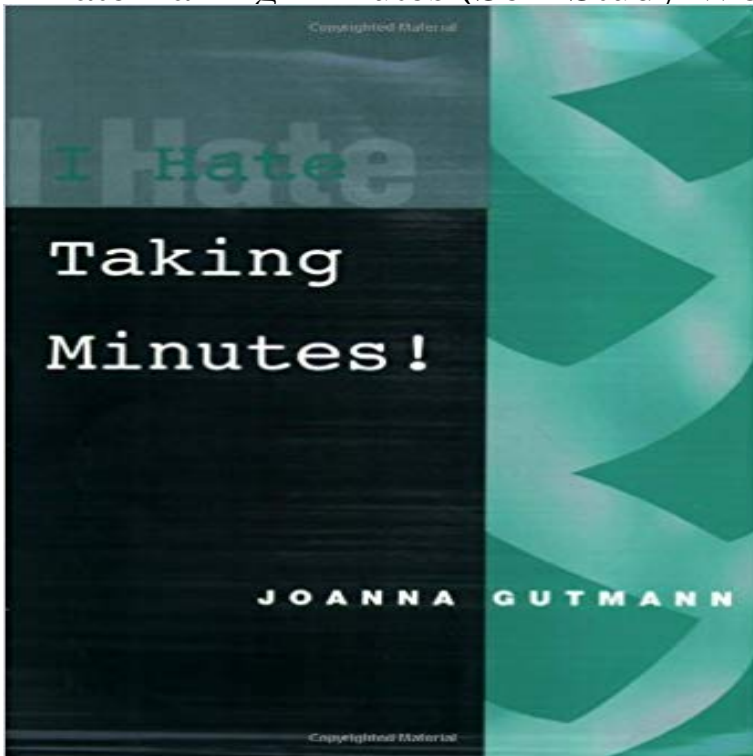


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Anyone responsible for taking minutes -- from newly appointed office staff to managers that find themselves taking notes at meetings -- will benefit from these skill-building techniques. A valuable guide to the variety of styles of agenda and minutes in use, this workbook points out and reinforces the good habits necessary to develop minute taking. Packed with exercises, advice and professional tips, the workbooks friendly, supportive style will help anyone to become an efficient and accurate note taker.

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