

Certificate of Participation

This is to certify that

OLOO A. EVALYNE

*Has participated in and successfully completed
training on*
EFFECTIVE MINUTE TAKING &. MANAGEMENT

*Held between 10th and 11th March 2011
and covered the following areas:*

- *The Importance of Minute Taking and the Role of a Minute Taker*
- *Key Minute-Taking Skills*
- *Key Principles for Minute Taking*
- *Meeting agreement and Effective agenda formulation*
- *Minute Styles and Minute Taking Standards*
- *Recording motions, Amendments and other Formal procedures*
- *Professionalism in Minute Writing and Confidentiality of meetings*
- *Overcoming Challenges of writing Effective Minutes*
- *Minuting Presentations and Information briefings*
- *The Role of the Chair and how to Work with the Chair*
- *Effective Record Keeping, The Minute Book and Personal Action Plan*
- *The Legal issues relating to Minute Taking*



.....Granted
Signed on behalf of Lincoln Consulting