

DURATION: Half day

SUITABLE FOR: Anyone working in today's fast-paced environment who needs to take notes quickly and accurately at meetings, briefings or telephone instructions

Objectives

By the end of the course you will be able to:

- ▶ Take notes and/or minutes using speedwriting techniques
- ▶ Record telephone or other messages quickly and accurately
- ▶ Use strategies to further build your speed

Programme

Introduction & Workshop Objectives

- ▶ What is Speedwriting and why it's useful
- ▶ What we will cover today
- ▶ What your priorities are from the training

Getting Started

- ▶ Speed writing principles
- ▶ Basic speedwriting rules and how to use them
- ▶ Useful abbreviations
- ▶ Shortcuts and handy hints

Taking Notes

- ▶ Practise, practise, practise
- ▶ Building your speed

Action Plan and Putting it into Practice

- ▶ Developing my own unique abbreviations
- ▶ Strategies for building speed back at work



CPD Certified
3 Learning Hours, 3 Points

For more information or to book please call **020 7256 6668** or email courses@pitmanlondon.co.uk