

Speed Writing

DURATION: A half day course

SUITABLE FOR: Anyone working in today's fast-paced environment who needs to take notes quickly and accurately. Ideal for minute taking, taking a brief from a client or colleague, or even taking an accurate telephone message. A real alternative to shorthand.

COURSE OUTLINE:

OBJECTIVES:

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

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

PROGRAMME:

Introduction

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

Getting Started

- Some basic speedwriting rules
- Useful abbreviations
- Shortcuts and handy hints

Taking Notes

- Practise, practise, practise
- Building your speed

Action Plan

- How do I develop my own unique abbreviations
- Strategies for building speed back at work

Putting it into practice