

DURATION: One 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
- Establish what your speedwriting speed is
- 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

- Identifying your current writing speed
- Speed writing principles
- Basic speedwriting rules and how to use them
- Useful abbreviations
- Shortcuts and handy hints

Taking Notes

- Practise, practise, practise, using dictation scripts
- Building your speed
- Identifying your new writing 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 **enquiries@gbclearning.co.uk**

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