

MANAGING MEETING MINUTE-TAKING SKILLS

MICHAEL LIM SENG GYUP

SRMSB IS A WHOLLY-OWNED SUBSIDIARY OF SARAWAK ECONOMIC DEVELOPMENT CORPORATION (SEDC) UNDER ITS TOURISM & LEISURE DIVISION.



DATE : 24-25 May 2009

**VENUE : Grand Margherita Hotel /
Riverside Majestic Hotel**

INVESTMENT : RM 799.00 per pax

CLASS SIZE : 20-25 participants

SPECIAL DISCOUNT

As our participant, you are entitled to very special discounts...

- **Stay at Grand Margherita Hotel Standard room** with breakfast for 2 from RM200++ per room/night (run of the house).
- **Stay at Riverside Majestic Hotel Superior room** with breakfast for 2 from RM220++ per room/night (run of the house).
- **Stay at Damai Beach Resort** for 2 at only RM180.00 nett per room per night (run of the house).
- Special entrance rates to **Sarawak Cultural Village**.
- Special green fees plus use of buggy at **Damai Golf & Country Club**.

(Terms & conditions apply)

OBJECTIVES:

Participants will learn to...

- Listening Skills, Critical Notes-Taking Skills, Note Preparation Skills, Notes Presenting Skills, Minute follow-up Skills.

COURSE CONTENTS & METHODOLOGY:

- Highly Interactive Simulated Meeting Situations
- Structure of Meetings
- From Agenda to Minutes
- From Minutes to Action
- Structure and Type of Minutes
- Minutes Circulation
- Minute Assessments and follow -ups

WHO SHOULD ATTEND?

All personnel who involve in the preparation of Agenda and Minutes Preparations and follow-ups

**For registration / more details please contact:
Sara Resorts Management Sdn Bhd
9th Floor, Menara SEDC, Jalan Tunku Abdul Rahman 93100 Kuching
Tel: 082-414377 Fax: 082-428824**

**Contact Person:
Brian Mathew / Jorinda Chee / Shirley Poh**

**Or log on to our website:
www.sedctourism.com**

FACILITATOR PROFILE:

Michael Lim Seng Gyup
A.B.s, B.A (Hons): Diploma in Education

PROFESSIONALS QUALIFICATIONS

B.A (HONs) Sydney University, Australia
Diploma in Education, Sydney University Australia

PROFESSIONAL POSITION HELD

- Group Director, News and Current Affairs, NTV7
- Vice President, (Corporate) NTV7
- Group Director, Organisational development – Encorp Bhd
- Vice President, Human Resource – Bank Utama (M) Bhd
- Managing Director & Principal Consultant, Satria Management & Consultancy Services
- Director, Human Resource Development & Quality Management Division, SEDC
- Assistant Principal Director – Sarawak Education Department

OTHER RELEVANT PROFESSIONAL BACKGROUND

- Certified Harvard University Management Development Programme Facilitator
- Certified Tom Peters Towards Excellence Programme Facilitator
- Certified Zenget Miller Leadership Development Programme Facilitator
- Radio Sport Programme and Presenter
- Toastmaster International Champion Speaker

Michael is a dynamic and enthusiastic certified trainer for a wide range of management and development programs. His clients over a 3 decade exciting career include private and government organizations, both locally and overseas.

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