

# MANAGING MEETINGS & MINUTES TAKING SKILLS

MICHAEL LIM SENG GYUP

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



**DATE : 28 – 29 February 2012**

**VENUE : Grand Margherita Hotel**

**INVESTMENT : RM 920.00 per person**

**EARLY BIRD DEADLINE : 3 February 2012**

**CLOSING REGISTRATION : 22 February 2012**

## OBJECTIVES:

Participants will learn to...

- Listening Skills, Critical Notes-Taking Skills, Note Preparation Skills, Notes Presentation Skills, Minutes 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
- Minutes Assessments and follow-ups

## WHO SHOULD ATTEND?

All personnel who are involved in the preparation of meeting Agenda, Minutes of meeting & follow-ups

## 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 POSITIONS 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.

**For more details, please contact:  
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**Contact Person: Brian Mathew**

**HRDF CLAIMABLE**