

E-learning: Writing attendance notes

Synopsis

Looking for guidance on how to write the perfect attendance note? As with all of our courses, it's hugely practical. So you'll watch and make notes of a client meeting, have a go at drafting the attendance note itself and get the chance to compare your notes with ours.

Duration

1 hour distance learning CPD

Format

You can work through the modules of the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

Delegates

Perfect for paralegals, legal executives and solicitors who want to write better attendance notes. Trainee solicitors can take this e-learning course as a PSC Elective.

Outcomes

As a result of this course, you will:

- understand the risks of producing poor attendance notes
- know how to prepare for meetings with clients
- be able to use techniques to improve your note-taking
- take into account who might read your attendance note
- be able to write clear and effective attendance notes

Content

- Taking notes of a meeting
- Problems for note-takers
- Tips for writing an effective attendance note
- Risks
- Taking notes of conference calls
- Recap