

## Online PSC Elective - 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

Completing this course provides 1 hour of PSC Electives

### 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

Trainee solicitors

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### 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