

Taking Better Minutes

When: January 25, 2018
At: Quaaout Lodge—Chase, BC
Time: 9:00 am—3:30 pm
Who: For members of LSIB, ALIB & NIB
For: those that are on PAC, Committee's, existing Staff, membership, etc.,

Highlights - *Taking Better Minutes*

Become a valuable asset to your organization by learning and practicing the skills to produce exceptional and well-summarized minutes that accurately reflect the key details and decisions of meetings. Learn time-saving tips to use during meetings, ways to effectively summarize group discussions, and how to create and format informal and formal minutes.

Instructor will be from Okanagan College

To register—Contact Diane Anthony
At ALIB Education Dept. by **January 19, 2018**
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