



Webinar Events
live & interactive



Speed Writing to Build your Confidence and Credibility

Delivered as: Interactive Workshop or Tutor-led Webinar

Live and interactive with exercises, discussion and actions to take away

Suitable for: Anyone working in today's fast-paced environment who needs to take notes quickly and accurately at meetings, briefings or on the telephone. If you dread the question, "Will you take notes?" this is for you! A quick to learn note-taking method that gives you techniques to use immediately with confidence. Your aptitude and speed will continue to develop as you use the techniques and especially by compiling your own short forms for frequently used specialist terms.

By the end of the course you will be able to:

- Understand and apply the principles of the speed writing system
- Take notes and/or minutes immediately using speedwriting techniques
- Capture telephone or other messages quickly and accurately on the move
- Practise the techniques described to continue to develop your expertise
- Attend meetings with confidence, even if you are note-taker!

Introduction & Getting Started

- What is Speedwriting and why and when it's useful
- The theory and principles of Speedwriting
- Using abbreviations
- Shortcuts and handy hints
- Writing individual words using Speedwriting
- Start to develop your reading skills by transcribing your speedwriting notes

Reviewing Practical Speedwriting Techniques

- Practise writing individual words, building your own dictionary
- Develop your own unique abbreviations for commonly used words
- Practise writing sentences using Speedwriting

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An Afternoon of Practical Note-Taking

- Reading back easily from your Speedwriting notes
- Practice and gaining confidence using dictated material
- Techniques and tips for building your speed back at work
- Creating own your word list of specialist terms and their abbreviations for your workplace

Action Plan

- Recap key leaning points
- How to keep it up and develop back at work

Other Topics to Supercharge Your Career and Relieve Stress:

- Minutes and Meetings
- Effective Business Communication
- Self-Esteem and Assertiveness
- 2 Day EA/PA Masterclass

For more information or to book please call **020 7256 6668, Option 2** or email **info@gbclearning.co.uk**