

## Speedwriting – an Introduction

½ day  
Course

**Who will Benefit?** Anyone working in today's fast paced environment who needs to take notes quickly and accurately. Ideal for minute taking, taking a brief from a client or colleague or even taking an accurate telephone message. A real alternative to shorthand.

**Course Objectives** By the end of the course you will be able to:

- Take notes and/or minutes using speedwriting techniques
- Take telephone or other messages quickly and accurately
- Use strategies to further build your speed.

### Course Content

#### Introduction

- What is Speedwriting and why it's useful
- What we will cover today
- What your priorities are from the training

#### Taking Notes

- Practise, practise, practise
- Building your speed

#### Getting Started

- Some basic speedwriting rules
- Useful abbreviations
- Shortcuts and handy hints

#### Action Plan

- How do I develop my own unique abbreviations
- Strategies for building speed back at work
- Putting it into practice

**Course Features** This course uses interactive sessions, comprising discussion and feedback to help build sound communication skills. There is an opportunity for self-analysis and guidance on implementing assertiveness skills.