



WORKSHOP MENU

Writing Agendas & Minutes

With Rhonda Whitton

This practical workshop is for those who want to improve their agenda and minute writing skills.

Participants will be introduced to the following:

- how to write effective agendas and minutes
- clear writing skills
- agenda/minute writing protocols and formats
- role of the committee secretary
- tips to assist in the writing of agendas/minutes.

Rhonda Whitton has the following qualifications:

- BA (Journalism),
- Diploma of Vocational Education and Training
- Certificate IV Workplace Assessment and Training
- Certificate in Quality Management.

She also co-ordinates, and teaches in, the Professional Writing & Editing Diploma at the Gordon Institute of TAFE, Geelong - (half time basis). Rhonda delivers corporate training on all aspects of writing and conducts seminars, masterclasses, workshops throughout Australia for writers of all genres. She has worked as a university HR practitioner for 21 years, specialising in academic issues, special projects and corporate writing. Rhonda is also a professional freelance journalist, writing for newspapers and magazines and has published the following:

- *The Australian Writer's Marketplace (five editions)*
 - *A Decent Proposal: how to sell your book to an Australian publisher*
 - *Mission Possible: how to make money from your writing*
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