

Note Taking -The ultimate guide to collecting relevant information

Course Type and Length

Workshop training 60 minutes

Who Should Take it

- Any employee that may need to recall accurately information in the future
- Security guards
- Interviewers
- Investigators

Advantages of Workshop Training

- Can be tailored toward a specific company
- Users are usually more motivated
- Provides audience participation
- Can be more inspirational

Price: Call us for pricing

Course Overview:

While we often associate note taking with students, it is a practice that every employee should be engaged in.

The simple purpose of note taking is to help you remember information.

The daily practice of documenting observations, meetings and conversations can be invaluable when necessary to recall specifics.

Participants of this course will be stronger witnesses and be able to provide accurate information for decision making in the future.

What you will learn....

- When to use note taking in your work
- Different methods to take notes
- System for recalling notes
- How to use your notes in legal proceedings

“If you aren’t taking notes you are not learning”



Our workshops have been developed using Dave’s vast expertise and knowledge developed over a span of 28 years of service with the Royal Canadian Mounted Police and 20 years as an investigator and security consultant.

In our workshops, we provide practical insight and solutions to corporate and personal security concerns. Check out our website at www.daverodwell.com

Contact us for Pricing and availability dates