EFFECTIVE MINUTES & REPORT WRITING

(with AI)

Write smarter, not harder.

Learn proven writing techniques and how to use AI to structure, summarise, and polish content quickly. Suitable for anyone responsible for **project documentation, meeting records, or internal/external reporting, including those working with government agencies**.

21-22 April 2026
9 AM - 5 PM

Concorde Hotel, KL

FEE:

RM2,800 *early bird price by 14 April 2026*

RM3,100 *normal price*

2 Weeks FREE Trainer Q&A Support

Because learning should't stop when the session ends.

REGISTER NOW

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www.symphonydigest.com

EFFECTIVE MINUTES & REPORT WRITING
COURSE OUTLINE

Session 1: Fundamentals of Minute Writing

- Understand different types of minutes: action, summary, verbatim
- Learn how to listen actively and capture key points
- Practice structuring minutes clearly for easy reading

Session 2: Writing Clear, Concise, and Objective Minutes

- Techniques for summarising discussions without losing meaning
- Avoiding common errors: verbosity, bias, and disorganisation
- Formatting and presenting minutes professionally

Session 3: AI Tools for Minute Writing

- Overview of AI capabilities: transcription, summarisation, drafting
- Prompting techniques to generate structured minutes from rough notes
- Reviewing AI outputs for accuracy, tone, and professionalism

Session 4: Introduction to Report Writing

- Common types: status updates, incident reports, evaluations, and proposals
- Key sections: executive summary, findings, recommendations, appendices
- Tailoring reports for internal vs. external readers

Session 5: Structuring Reports for Clarity and Impact

- Logical flow, formatting, and use of visual aids (tables, charts)
- Using templates to ensure consistency and professionalism
- Practical exercise: outline and draft a simple report

Session 6: Strategic Approaches to Report Writing

- Structuring ideas for clarity and influence
- Introduction to the ScQuARE framework (Situation, Complication, Question, Answer, Rationale, Evaluation)
- Applying strategy to improve decision-focused writing

Session 7: AI Support for Report Writing

- Using AI tools to draft, expand, summarise, and refine report content
- Designing effective prompts for report generation and editing
- Ethics, accuracy, and validation of AI-assisted content

Session 8: Report Writing Practice & Integration

- Scenario-based writing: draft a short report or proposal using best practices
- Use AI tools to assist in drafting or editing
- Peer feedback, refinement, and key takeaways

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TRAINER'S PROFILE

The Trainer is a seasoned corporate trainer, consultant, and writer with a robust foundation in human resources. Holding a degree in Jurisprudence from the University of Oxford and certified as an HRD Corp trainer, this Trainer brings over 25 years of invaluable expertise to the corporate arena. Throughout his distinguished career, he has played pivotal roles in diverse industries, including education, holding companies, financial institutions, media, FMCG, oil & gas, manufacturing, and ICT. His primary focus has consistently revolved around human resources, encompassing various strategic aspects such as training, leadership and talent development, process improvement, project management, and HR department leadership. The Trainer's hands-on experience extends beyond training, as he has held leadership positions within HR departments, excelling as an HR Business Partner, HR Generalist, Recruitment Manager, Head of Rewards for a global company, and Industrial Relations Manager. His multifaceted background uniquely positions him to deliver comprehensive and specialized HR-related training sessions.

REGISTRATION DETAILS

PARTICIPANT DETAILS

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Contact Number:

Email:

ADMIN DETAILS

Name:

Position:

Department:

Company:

Contact Number:

Email:

Address:

Payment Method: ☐ Direct Payment   ☐ Claim HRD

Notes:
- *Cancellations made less than 14 days before the training date or non-attendance on the day of training are non-refundable. Substitution is allowed.*
- *Once registration is confirmed, the client is fully liable for the course fee, regardless of whether payment is made directly or through the HRDC grant, and even if participants do not attend the training.*
- *Clients who opt for direct payment must ensure full payment is made before the training date.*
- *HRDC grant applications must be submitted and approved before the training day. The maximum claimable amount is RM1,750 per participant per day. Any shortfall between the approved grant and the course fee must be topped up by the client.*
- *Should the number of confirmed participants be too low to ensure a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.*

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