

BRINGING SCRIBE/NOTE-TAKING TRAINING TO MANUFACTURERS



Following a major event including a plant emergency, employee accident, work stoppage or regulatory inspection, it is highly probable that you and your team will be interviewed as part of an investigation, an insurance claim, be issued a compliance order or be required to participate in a company review.

You may later be required to testify in court, before an inquiry or provide input into an internal investigation.

Learning proper documentation techniques will prepare participants to professionally present themselves and to provide accurate information in these circumstances.

Who Should Attend:

Multiple members of your team who can be called upon immediately to record incidents as they occur. This can include members of your health and safety team, union representatives, Human Resources or members of the management team who would have a non-decision making role during an event.

What you will learn:

This one day course includes the following topics:

- How when and why to take notes
- What to expect during the investigation
- What to expect at an inquiry/discovery
- What to expect during a regulatory inspection
- Case studies relating to scribing
- Exercises relating to documentation/scribing
- Master Event logs vs. Personal Event Logs-which one to use and when? Following the Successful

Completion of this course, you and your team will be able to:

- Demonstrate the skills and techniques learned to write more efficient and standardized notes
- Prepare notes that are professional and credible
- Exhibit an increased awareness and value of good note taking to ensure successful job performance
- Develop multiple strategies to become an efficient and skillful note taker
- Review and organize notes for retention"

To Register:

The Scribe/Note-Taking course for the Manufacturing Industry is offered by Loomex Training and Consulting. To register, please contact:

705.775.5022, Registrations@Loomex.ca

Registrant Information:

Training Location (City): _____

First Name: _____ Last Name: _____

Job Title: _____

Company/Organization: _____

Physical Address: _____

City/Town: _____ Postal code: _____

Phone Number: _____ Email address: _____

Website: _____

Visa/Mastercard# _____ Expiry Date: _____

Name on Card: _____ Security Code: _____

Please invoice me. P.O # (if applicable) _____

Details:

Group and individual rates are available. Contact our team to learn more.
Please make cheques payable to "The Loomex Group".
Includes all materials, lunch and refreshment breaks.

Do you have dietary restrictions? Please let us know so we can accommodate your needs: _____