

NOTETAKING AND REPORT WRITING SKILLS

14 TO 25 AUGUST 2023

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the framework of the

INITIATIVE FOR ASEAN INTEGRATION

Initiative for ASEAN Integration

The Initiative for ASEAN Integration (IAI) was launched by then Singapore Prime Minister (PM) Goh Chok Tong at the 4th ASEAN Informal Summit in 2000 to narrow the development gap between ASEAN-6 and Cambodia, Lao PDR, Myanmar and Viet Nam and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling S\$170 million to the IAI.

A key IAI project by Singapore was the establishment of training centres in Phnom Penh, Vientiane, Yangon and Hanoi, which have been upgraded to the Singapore Cooperation Centres. More than 47,000 CLMV government officials have attended our training courses at these centres covering diverse areas outlined in the four IAI Work Plans. The latest IAI Work Plan IV (2021-2025) is structured around the strategic areas of food and agriculture, trade facilitation, MSMEs, education, health and well-being as well as the enabling actions which are aimed at promoting sustainable development, sharing best practices in public policy, governance and regulatory development, improving data collection and analysis capabilities; and strengthening the role of social work to realise a people-oriented, people-centred and inclusive ASEAN Community.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). Established in 1992, the SCP brings together various technical assistance programmes offered by Singapore. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore has also benefited from training provided by other countries and international organisations and has increased the range and number of training programmes under its SCP to meet the development needs of developing countries.

Course Objectives

This course aims to enhance participants' skills in notetaking and report writing in English, with focus on the taking of minutes and notes in a meeting, forum or conference setting and on preparing of reports from the taken notes.

Synopsis

This course will cover topics that are focused on developing or enhancing participants ability to:

- Listen effectively;
- Identify, and select key details and ideas;
- Navigate complex speech extracts;
- Record and transcribe notes; and
- Analyse information to produce good notes and reports for a variety of scenarios including discussions, meetings, fora, and conferences.

Methodology

The in-person course will include a variety of training methods comprising elements of synchronous and asynchronous e-learning sessions.

Duration

The course will be held from **14 to 25 August 2023**.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions, and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Participants' Profile

Participants should be:

- Government officials with at least Intermediate level of English proficiency;
- Nominated by the Government of Viet Nam; and
- In good health.

Class Size

Minimum 15 participants
Maximum 30 participants

Venue

The course will be conducted at the Vietnam-Singapore Cooperation Centre in Hanoi.

Address: Unit 401 - 403, Level 4
Pacific Place
83B Ly Thuong Kiet
Hanoi
Socialist Republic of Viet Nam

Terms of Award

The Government of Singapore will be responsible for the training fees for the conduct of the course by the trainer(s).

Application Procedure

The National Coordinator will be responsible for obtaining the list of nominations before forwarding the list directly to the Singapore Embassy in Hanoi.

The nomination list, which should include the email addresses of the participants, should reach the Singapore Embassy in Hanoi not later than **Monday, 31 July 2023**.



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SCP Friends

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REGISTRATION FORM

Course Title
Full Name (Khai cả dấu Tiếng Việt)
Date of Birth	Date: Month: Year:
Sex/Marital Status	Female: <input type="checkbox"/> Male: <input type="checkbox"/> Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>
Job Title (Chức vụ hoặc vị trí công tác)
Education
English Level (CEFR/TOEFL)
Date of Current Employment (ngày bắt đầu công tác tại Bộ chủ quản)
Organization (Ghi tên cơ quan hiện đang công tác, ghi rõ Phòng/Ban/Vụ, Bộ trực thuộc bằng cả tiếng Việt và tiếng Anh)	
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Tel (O): Tel (H): Hand-phone:	
Email:	
Office Address:	
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Have you attended any Singapore Cooperation Programme (SCP) course previously?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If "Yes", please indicate name of course and course dates:	
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Name and Signature of the Applicant's Employer (with official seal)

Xác nhận Ông/bà đăng ký tham dự
 khoá học tại VSTC. Ông/bà có trách
 nhiệm tham dự khoá học nghiêm túc, chấp hành mọi
 nội quy của khoá học.

*Please fax this form to VSCC and keep the original one for registration.
 Deadline: