

# SEMINAR: NOTE TAKING

1/2 DAY

Field and Investigative Support Training

## ABOUT US

TOTAL Safety Management is one of Ontario's leading Health and Safety training organizations.

The half-day Note Taking Seminar is designed for frontline personnel and provides them with the knowledge and skills to take proper, qualified notes.

## WHY CHOOSE US?

- QUALIFIED
- ACCREDITED
- EXPERIENCED

**Train With the Best!**

## TOPICS COVERED:

- ✓ Administrative Standards
- ✓ Legal Requirements
- ✓ Layout & Organization
- ✓ Documentation Fundamentals
- ✓ Recording Information
- ✓ Taking Field Statements
- ✓ Evidence and Disclosure
- ✓ Note Taking TIPS

## MORE INFORMATION :



519-428-9494



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**REGISTER TODAY**