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Special Release

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WORKSHOP ON MINUTES AND REPORT WRITING SKILLS DEVELOPMENT

The Staff Training and Research Capacity Building Programme Sub-Committee of the MacArthur Foundation Grant Implementation Committee, University of Ibadan, will hold a 3-day *Training Workshop on Minutes and Report Writing*, from **Tuesday, 21 – Thursday, 23 February 2012**, in the **Main Hall, Conference Centre, University of Ibadan**. The workshop is to enhance the writing skills of staff, such as Administrative Officers, Executive Officers, Secretaries, Programme Officers, and Personal Assistants, whose postings necessarily require minutes and report writing skills.

Participation

Participation is through official nomination by the Registrar.

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