

Scribe/Notetaking

**LOOMEX**  
TRAINING & CONSULTING

LOOMEX.CA

## BRINGING SCRIBE/NOTE TAKING TRAINING TO YOUR COMMUNITY



### THE COURSE

Following an emergency incident or major event, it is highly probable that you and your team will be interviewed as part of an investigation, an insurance claim, an inquiry or in a review by your employer. You may later be required to testify in court, before a tribunal or at an inquiry. Learning proper documentation techniques will prepare participants to professionally present themselves and to provide accurate information in these circumstances. This one-day course includes the following topics:

- How, When and Why to Make Notes
- What to Expect During the Investigation
- What to Expect at an Inquiry/Discovery
- Case Studies – relating to scribing
- Exercises – relating to documentation/scribing
- Master Event Logs vs. Personal Event Logs – which one to use and when?

*“I found the scenarios and documentation of information interesting exercises. Well done.”*

*“Should be mandatory in every EOC.”*

**Contact us to see when we will be in your area or about the benefits of hosting a training session in your community!**

## WHAT WE CAN DO FOR YOU:

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

*"I found this workshop extremely valuable. The Instructors were excellent and provided a very relaxed and comfortable environment. I will be recommending this workshop to the Executive Team at my organization. Thanks!"*

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## TO REGISTER:

The Scribe Course is offered by Loomex Training and Consulting.

To register, contact our our team:

705.775.5022

Registrations@Loomex.ca

## Loomex also offers training on the following topics:

- Emergency Management 101
- Emergency Exercises
- Airport Exercises
- Emergency Management in Aviation
- Emergency Exercise Design
- Crisis Communication
- Human Factors in Aviation
- Public & Media Relations

Contact us today to learn about our experienced trainers, interactive approach to teaching, and how we can tailor our courses to meet your needs.

