

FIVE TECHNIQUES FOR EFFECTIVE NOTETAKING COURSE OUTLINE

COURSE CONCEPT	<p>Taking good notes is an important part of academic success but is also an important life skill. Note-taking captures important information from lectures, presentations or references. Good notes help you understand, focus and engage with the content. Effective note-taking will help you remember what you have heard or read to recall the information in the future.</p> <p>Note-taking is an essential skill for students of all ages for academic success and life.</p> <p>This course will help you to develop note-taking skills and improve your academic results.</p>
AUDIENCE	<p>Students who want to write effective notes to recall relevant information from lectures or academic reading to achieve better results to succeed in their studies.</p>
AIMS	<ul style="list-style-type: none"> • Develop effective notetaking skills for academic success. • Enhance your study and revision skills with clear notetaking to recall information for future use in assessment or the workplace.
COURSE CONTENT	<ul style="list-style-type: none"> • Aims of notetaking • The importance of notetaking • Features of good notes • Five methods of notetaking <ol style="list-style-type: none"> 1. Outline Method 2. Cornell Method 3. Boxing Method 4. Charting Method 5. Mind Mapping Method • Common notetaking mistakes • Tips to help you write notes
LEARNING OUTCOMES	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> • Take clear and accurate notes for academic success • Apply a suitable method and follow a step-by-step process to take notes • Apply good notetaking strategies to write effective and efficient notes. • Overcome notetaking mistakes with strategies

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LEARNING ACTIVITIES	The online course consists of the theory with a range of interactive activities that include: <ul style="list-style-type: none">• Insightful questions to review your practice• Practice each notetaking technique to develop your skills• Review your notes for further development• Write an Action Plan to achieve your career goals
DURATION	Self-paced learning, approximately 2 hours
ADDITIONAL PROFESSIONAL DEVELOPMENT	If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.
FURTHER INFORMATION	careercoaching.training hello@careercoaching.training