

INTRODUCTION TO EFFECTIVE ADMINISTRATIVE WRITINGS AND MINUTES-TAKING

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OVERVIEW: RELEVANCE OF EFFECTIVE (ADMIN) WRITINGS

- Ensuring that public servants write and keep all important information/data, etc in a more orderly and logical manner and are able to retrieve it promptly to assist policy-making and implementation.
- Ensures detailed and objective information gathering and assessment of all correspondence, information etc, through effective writing skills and record-keeping.

RELEVANCE OF EFFECTIVE (ADMIN) WRITINGS (cont.)

- Correspondence and information in office should always be dealt with promptly, in accurate, relevant and up-to-date, well organized manner and presented in a better way to maximize its practical, future and potential usefulness.

RELEVANCE OF EFFECTIVE (ADMIN) WRITINGS (cont.)

- Deliberations and official activities in the public service should always be addressed as a matter of urgency for planning and implementation purposes. This therefore requires improved capacity and effective writing skills to make meaningful impact on all documentary process and procedures.

RELEVANCE OF EFFECTIVE (ADMIN) WRITINGS (cont.)

- According to the “Rules of the game” the principle of administrative writings and record-keeping in the public service is targeted and assigned to ensure that correspondence and business communication are essentially driven and sustained from within the public office/agencies and not from the outside environment.