

Minute Taking

Duration

4 hours

Course Objective

It is crucial to be able to take effective minutes for ongoing productivity, record control purposes. This practical course has been developed to help you record, compile and deliver quality meeting minute records that are accurate, clear and concise.

Who Should Attend / Target Audience

This course is aimed at anyone who is required to record, compile, publish and distribute meeting minutes.

Learning Outcomes

- Understand the importance of meetings and recorded minutes.
- Identify the duties and responsibilities of the minute recorder.
- Effectively utilise tools and techniques to enable effective meeting minute records.
- Improve productivity via building core competencies to be an effective minute recorder.
- Use strategies to overcome barriers by understanding standards and utilising templates.

Course Content

What Makes Meetings Effective

10 Commandments of Meetings

The Importance of Recorded Minutes

What Are Minutes

Minute Records Tasks - Prior, During and After the Meeting

Tips for Effective Minutes

Meeting Minute Formats

Competencies for the Minute Recorder

Communication - Obstacles to Listening

Write it Right - Writing Process Techniques

Availability

In House Closed Group Public

Version: 13/8/10