

Course Outline | Minute Taking

1 day(s)

No matter who you are or what you do, whether at work or in the community, you are likely involved in meetings. Meetings are costly, whether they are held in a company boardroom or at the local coffee shop. To ensure that meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if accurate minutes have not been recorded, then the meeting may just as well not have taken place.

If people can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives? After this one-day workshop you will understand your role as a minute-taker and the best techniques for producing minutes that include all the essential information needed.

Specific learning objectives include:

- Recognise the importance of minute-taking.
- Develop key minute-taking skills, including listening skills, critical thinking, and organisation.
- Be able to resolve many of the complaints that affect minute-takers.
- Be able to write minutes that are suitable for formal meetings, semi-formal meetings, and action minutes.
- Be an efficient minute-taker in any type of meeting.
- Be able to prepare and maintain a minute book.

Course Outline

Course Overview

- Learning Objectives

The Role of a Minute-Taker

- What is a Minute-Taker?
- Problems and Solutions

The Skills of a Minute-Taker

- Key Skills
- Listening Skills
- Critical Thinking Skills
- Organisation Skills

Meeting Agreements

- The Chair
- The Minute Taker
- The Participants

Minute Styles

- Choosing a Style
- Informal Minutes
- Action Minutes
- Formal Minutes

What Do I Record?

- Recording Motions and Resolutions
- What to Record

Techniques for Preparing Minutes

- Top Techniques
- Writing Minutes

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- Preparing Minutes
- Editing Minutes
- Group Exercise

Taking Minutes in an Interactive Meeting

- The Facilitator

The Minute Book

- Personal Action Plan
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