

Minute Takers Workshop



Overview:

Meetings are costly, even if they are held in a company boardroom. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. If people can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives?



Benefits of completing this course:

- Appreciate the importance of the Minute Takers role
- Learn three key skills in minute taking
- Learn what to record and organisational methods
- Learn techniques for writing drafts and proofreading



Audience:

This half-day workshop helps minute-takers understand their role and the best techniques for producing minutes that include all the essential information needed.



Learning Outcomes:

- Recognise the importance of minute-taking and be able to use this to your advantage
- Be able to remedy many of the complaints that face minute-takers
- Be able to write minutes suitable for formal, semi-formal meetings or action meetings
- Develop the essential skills of an effective minute-taker



Delivery:

Workshop



Course duration:

3 hours



Certificate:

Certificate of Attendance



Competencies:

- Active listening
- Note taking
- Recording minutes

Delivery Options



Public Schedule



Live-Online



Group Training



In-house

To book this course:

Call: **1300-2GO-CTS**

Web: www.ctstraining.com.au

Email: info@ctstraining.com.au

Minute Takers Workshop

Topics covered ...



■ The Role of a Minute-Taker

- Handling common problems you experience
- Developing a meeting agreement
- Minute taker competencies
 - communication
 - writing and summarising
 - organising
 - emotional intelligence

■ A Final Word

Practice makes perfect

■ Minutes for Formal Meetings

- The need for good minutes
- Organising formal minutes
 - Headings
 - Motions

■ Minutes for Informal Meetings

- Semiformal minutes
- Action minutes

■ Techniques for Preparing Minutes

- Before the meeting
- At the meeting
- After the meeting
- Minutes Template
- What to record
- What not to record
- Increasing your vocabulary
- Dealing with meetings that go off track
- Turning Minutes into Action Items

■ Record of Minutes

- Filing, Indexing and Storage
- Motions
- Policy and Procedures

■ Using Electronic Devices

- Advantages and disadvantages
- Electronic meetings

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