

Minute Taking Half Day



Pre-requisites

There are no pre-requisites for this session.

Description

Do you need to:

- Improve your minute taking skills
- Be more effective in a meeting

Aim

This course will prepare participants to be more effective minute takers in meetings.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Understand the purpose of minutes
- Prepare and circulate minutes prior to a meeting
- Understand the relationship between meeting participants, the agenda, the meeting and the minutes
- Understand the roles and skills of the minute taker
- Take minutes in a variety of different meeting settings
- Understand the structure of minutes
- Take notes during a meeting
- Write up minutes
- Develop listening skills

Topics Covered

Key topics covered on this course include:

Meetings

- What types of meetings are there?
- Purposes and benefits of meetings
- Why do we have minutes?
- Key elements of a successful meeting

Preparation for a meeting

- Order of tasks
- Arranging the meeting
- Preparing agendas
 - Styles of agenda
- Additional papers for the meeting
- The paperless meeting

Role and Skills of the Minute Taker

- Role of the minute taker
- Skills required for taking minutes
- Note taking
- A good mastery of English
 - Word that could be used in minute taking
- Listening skills for minute taking
 - Barriers to listening
- Summarising skills – writing the minutes
- Proofreading
- Relationship with the chair
- Assertiveness
- What to record

Practical session

- Examples of Minutes
- Checklist for laying out minutes

Checklist and Action Plan



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