

Take a minute! – Minute taking skills at work

Do you dread being asked to take minutes of meetings?

Are you uncertain about what is required by the minute taker?

Some organisations have constitutional obligations requiring them to record business decisions in a formal way. Other meetings are less formal so the minute taking style is less structured.

Course aims

This course will take the anxiety out of taking minutes. It will assist you to analyse the purpose, structure and functions of committees and take minutes which are appropriate for the circumstances.



Target audience:

Anyone who takes minutes or records decisions at any type of meeting, formal or informal, large or small.

Duration: one day



Topics to be explored include:

- ▶ The purpose of meetings and minutes
- ▶ How not to spend hours transcribing
- ▶ Meeting terminology and introduction to formal meeting procedure and protocol
- ▶ Tips and strategies to make it easier for yourself
- ▶ What to record and what not to record
- ▶ When and how you should interrupt to clarify points
- ▶ If and how much you can participate in the meeting
- ▶ Quick and easy short cuts to make the minute taking easier
- ▶ Recording motions in formal meetings
- ▶ How to design action plans and record resolutions
- ▶ How to design effective agendas
- ▶ How to format minutes
- ▶ How to actually enjoy taking minutes

What's included?

In-house training at a time to suit you

Instruction by an expert facilitator

A highly interactive and fun workshop tailored for your organisation

Participant workbooks

Personalised certificate of completion

To book this workshop or for more details of how Learning Insight can support your organisation contact:

Liz Paine – phone 0400 778807

lizpaine@learninginsight.com.au

www.learninginsight.com.au