

MINUTE-TAKING TRAINING

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COURSE LENGTH: 1.0 DAYS

Both formal and informal meetings are taking place every day in any organisation.

Are accurate records of key business decisions being recorded? Who were the key decision makers? Does anyone know what happened in the meeting and what decisions were made and carried and ideas discussed and motioned? Are your business units effectively implementing decisions made after the meetings are concluded?

The PD Training Minute Taking Training course will enable you to understand the important role of a minute-taker as well as efficiently recording all the important information discussed in a manner which makes reporting and follow-up fast and easy.

This action packed day will include fun, mock-meetings and activities run by one of our expert minute-taking trainers and is now available throughout New Zealand, including Auckland, Christchurch or Wellington.

Please click on the Public Class tab below to view our Minute Taking course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MINUTE-TAKING TRAINING COURSE OUTLINE

FOREWORD

Improve your meeting outcomes with **effective minute-taking**.

Effective minute-taking will enable your business units to solve many problems and complaints associated with running meetings. In the hands of a competent minute-taker, the skills taught in this course will enable managers and staff to effectively action efficiently recorded meeting items.

You will also learn advanced styles of minute taking such as colour-coding and suitable methods for minute-taking in informal, formal and action meeting settings.

WHO WILL BENEFIT FROM TAKING THIS WORKSHOP?

- Administrative staff and assistants
- Recording Secretary
- Administrative Assistant

OUTCOMES

After completing this course participants will be able to:

- ▶ Recognise the importance and outcomes of minute-taking
- ▶ Identify and record action items during board meetings
- ▶ Develop skills in active listening, critical thinking, and organisation
- ▶ Understand and customise meeting agreements
- ▶ Record three types of minutes, including formal meetings, informal, and action items
- ▶ Prepare and publish minutes with perfection
- ▶ Take minutes in interactive board meetings
- ▶ Write drafts, proofread and organise minutes
- ▶ Build and maintain a minute book
- ▶ Recognise the outcome of minute-taking for a particular meeting
- ▶ Recognise the role of a minute-taker in achieving larger goals of an organisation
- ▶ Deal with common complaints and difficulties faced by minute-takers
- ▶ Perform the role with expertise using knowledge and skills

MODULES

Lesson 1: Minute Taking

- ▶ Welcome
- ▶ Role Defined
- ▶ Please define your role
- ▶ What is your take away for today?
- ▶ The effective Minute Taker
- ▶ Problems that can be encountered and how you can overcome them
- ▶ Reflection

Lesson 2: Your winning style and how best to communicate with your Manager

- LDP Review – Communication Evolution Tool
- Reflection

Lesson 3: Active Listening

- ▶ 5 Ways to improve your listening ability
- ▶ Reflection

Lesson 4: Set up for Success – Plan beforehand

- ▶ Taking effective Minutes starts before the meeting has even begun
 - ▶ 1. Agenda Creation
 - ▶ Templates for preparation
 - ▶ 2. Room Setup up for the digital era
 - ▶ 3. Where to Sit
 - ▶ 4. Discreet Interruption Signals
 - ▶ 5. Communication Plan
- ▶ Reflection

Lesson 5: Determine What's Important

- ▶ Methods of Taking Notes
 - ▶ 1. Mind Mapping
 - ▶ 2. Smart Wisdom
 - ▶ 3. WHAT-WHO-WHEN
- ▶ Do's and Don'ts of Taking Minutes
- ▶ Reflection

Lesson 6: Minute Taking gone Digital

- ▶ Revolution of Digital Minute Taking
- ▶ Revolution of Digital Minute Taking with Apps (iPad, phone, laptop)
- ▶ Reflection

Lesson 7: Formal v's Informal

- ▶ Formal v's Informal
- ▶ Formal Meetings
- ▶ Informal Meetings
- ▶ Reflection

Lesson 8: Reflections

- ▶ Create an Action Plan
- ▶ Accountability = Action

WEB LINKS

- ▶ [View this course online](#)

- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)