

## MINUTE-TAKING TRAINING

Generate a [group quote](#) today OR Register now for the next [public course date](#)



**COURSE LENGTH: 1.0 DAYS**

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. Learn key skills like deciding what should be recorded, active listening, how to create drafts and reports, organisational skills and much more.

Both formal and informal meetings are taking place every day in any organisation, but who is taking and recording the minutes from these meetings? 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? What ideas were discussed and motioned? Are your business units effectively implementing decisions made after the meeting?

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved minute-taking skills.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training needs analysis, so contact us today to learn more!

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.

Choose your preferred training option. Please click on the **Live Online** tab to view our Minute Taking Online course schedule or click the public class tab for in-person individual training or the In-House Training tab to receive a free quote for tailored courses delivered at your preferred location.



---

## MINUTE-TAKING TRAINING COURSE OUTLINE

---

### FOREWORD

Improve your meeting outcomes in New Zealand 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 by Attending this Workshop?

- Administrative staff and Executive 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?

#### Lesson 2: Your Winning Style and How Best to Communicate with Your Manager

- REACH Review – Communication Evolution Tool
- Reflection

- The Effective Minute Taker
- Problems That Can be Encountered and How You Can Overcome t\Them
- 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 vs Informal

- Formal vs 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!](#)