

Take a minute! – Minute Taking Skills

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 assist you to analyse the purpose, structure and functions of committees and

- understand the purpose of meetings
- clarify the role of committee minute taker
- interpret committee discussion to synthesise key issues
- develop a note taking style
- explain correct meeting terminology

Course content

- The purpose of meetings
- The purpose of minutes
- Meeting terminology and introduction to formal meeting procedure
- 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
- How to deal with a difficult chairperson or meeting participants
- If and how much you can participate in the meeting

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Oliver Wendell Holmes Jr., (1841 - 1935)

- Quick and easy short cuts to make the minute taking easier
- How to make sure the minutes are read and people come prepared
- Your legal responsibilities
- 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
- How not to spend hours transcribing

Target audience

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

Course length: 1 day

For more details on how Learning Insight can help your organisation contact

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