PROFESSIONAL DEVELOPMENT TRAINING

Minute-Taking Training - Online Instructor-led 3 hours

REQUEST QUOTE

0.5 DAY COURSE

Both formal and informal meetings are taking place every day in any organisation, but who is taking and recording the minutes from these meetings?

The PD Training Minute Taking Training 3-hour, live online 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.

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?

This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the United States, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs see our outcomes in the reviews.

****Please note, this class runs to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Be ready - check your device is ready to go by use this test link.

What You'll Gain:

Improve your organisation's meeting outcomes with the use of **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, managers and staff are enabled to effectively action efficiently recorded meeting items.

Who will benefit from attending this workshop?

- Administrative Staff and Assistants
- Recording Secretary
- Executive and Personal Assistants

Outcomes

After Completing this Course Participants Will be Able to:

- Recognize and understand the importance and purpose of minute-taking
- Develop key skills as a minute taker
- Understand the responsibilities of the minute taker before, during and after the meeting
- Identify and record action items during meetings
- Develop skills in active listening, critical thinking, and organization
- Prepare and publish minutes with perfection
- Write drafts, proofread and organize minutes
- Perform the role with expertise using knowledge and skills

Modules

Lesson 1: Skills of a minute taker

- The role of a minute taker
- What, who and when method to capture actions

Lesson 2: Responsibility of the minute taker before the meeting

- The importance of preparation
- Who is responsible for the meeting agenda?

Lesson 3: Responsibility of the minute taker during the meeting

- Typical flow of a meeting

Lesson 4: Responsibility of the minute taker after the meeting

- Content covered in the meeting minutes
- Editing and proofreading
- Approval process for meeting minutes

Talk to our expert team

Phone:

Email: