PROFESSIONAL DEVELOPMENT TRAINING

Minute Taking Training

REQUEST QUOTE

1.0 DAY COURSE

Both formal and informal meetings are taking place every day in any organization, 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?

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, organizational skills and much more.

This comprehensive training course is available across the United States, including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

Looking for a 3-hour Live Online version of the course? Click Here to View Our 3-Hour Virtual Minute Taking Training Courses

What You'll Gain:

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

Effective minute taking will enable your business units to solve the many problems and complaints associated with running meetings. In the hands of a competent minute taker, the development of the skills in minute taking will enable managers and staff to efficiently record meeting items.

Who will benefit from participating in this workshop?

- Administrative staff and assistants
- Recording Secretary
- Administrative Assistant

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
- Understand and customize meeting agreements
- Prepare and publish minutes with perfection
- Write drafts, proofread and organize minutes
- Deal with common complaints and difficulties faced by minute-takers
- Perform the role with expertise using knowledge and skills
- Understand minute taking Apps

Modules

Lesson 1: Introduction to meeting minutes

- What are meeting minutes
- Key roles in a meeting
- Types of meetings

Lesson 2: Your winning style

- What are REACH personal style profiles?
- Personality profiling in just two questions
- What do these styles expect from minutes?

Lesson 3: Skills of a minute taker

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

Lesson 4: Responsibility of the minute taker before the meeting

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

Lesson 5: Responsibility of the minute taker during the meeting

- Typical flow of a meeting

Lesson 6: Responsibility of the minute taker after the meeting

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

Lesson 7: Troubleshooting

- Common problems that arise during meetings

Lesson 8: Using Apps to help with meetings

- Commonly used Apps for virtual meetings
- Commonly used Apps for recording meetings
- Commonly used Apps for formatting and collabaration

Talk to our expert team

Phone:

Email: