

Better Minute Taking

1 Day

Employ your listening and organizational skills to provide an accurate account of meetings.

Well-documented minutes are an important tool in decision making, in documenting organizational activities and approvals, and in the assignment of responsibilities. In this workshop you'll develop your listening and recording skills in mock meeting sessions.

Build your competency in

- Writing clear, well-documented minutes or meeting notes
- Capturing action items, key points or motions

LEARNING OBJECTIVES

At the end of this course, you will be able to:

- Co-ordinate meetings and prepare agendas.
- Feel confident about taking minutes correctly and concisely.
- Take accurate minutes for both formal and informal meetings.
- Ensure that the minutes provided actually reflect the proceedings of the meeting

WHO SHOULD ATTEND

- Administrative assistants
- Project coordinators
- Those who take minutes or meeting notes in their organization
- Those looking to improve the effectiveness of their team meetings
- Those who serve on a board of directors for a not-for-profit organization or association

COURSE OUTLINE

Meeting Preparation

- Review the basic elements of minute taking
- Your role as the meeting coordinator
- Meeting preparations and what needs to occur in advance of the meeting
- Preparing agendas that guide the meeting

Do the Minutes Reflect What Took Place?

- Understand the meeting cycle
- Recognize and capture the important points
- Ensure that the minutes provided actually reflect the proceedings of the meeting
- How to deal with “in camera” minutes

Communications

- How to enhance your listening skills
- Work with the chairperson to improve communication and information flow during a meeting
- Rules of Order and their effect on minutes

Post-Meeting

- Editing without altering content
- Drafting and distributing your minutes efficiently
- Ensuring proper storage of meeting minutes

HOW TO REGISTER

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