

# Minute Taking

# TRAINING

*“Minute taking is still an essential skill and is proven to make meetings more outcomes focused.”*



## ACCURATE MINUTES PROMOTE ACTION

Minutes, also known as protocols are the instant written record of a meeting. They typically describe the events of the meeting, starting with a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues.

Accurate minutes can be worth their weight in gold as they provide clarity and a tangible record of an intangible event. Minute taking is still an essential skill and is proven to make meetings more outcomes focused.

New York City was transformed by mayor Rudy Giuliani from detailed minutes of his weekly meetings. If you attended his meetings and hadn't followed through with the action plans from the previous week, then you'd better have a good reason. That's an example of the power of minute taking.

### KEY LEARNING OUTCOMES

**At the conclusion of this course participants will be able to:**

- Write accurate minutes
- Clarify the purpose of meetings and the desired outcomes
- Critique styles of minutes
- Clarify the terminology
- Determine how much detail is needed
- Structure the formats and content of the agenda
- Plan before taking minutes
- Determine who is responsible for what?
- Work with the Chair to get buy-in for your minute taking
- Practise listening skills
- Convert notes into minutes
- Revisit your draft minutes
- Compose a clear summary and action plans

## NUTS AND BOLTS

### Guidelines

- **Group Size:** An ideal group size is 4- 10 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your offices. Alternatively, we can provide a venue at a small additional cost.

### Look at what you receive within 24 hours at no cost:

- a program outline
- a bio of a proposed facilitator
- program cost
- possible dates (if requested)

### PREFERRED TRAINING NETWORKS

Ph: 1300 323 752 email: [mail@preftrain.com.au](mailto:mail@preftrain.com.au) Web: [www.preftrain.com.au](http://www.preftrain.com.au)



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