

OUTLINE

The Minute-Taker's Workshop

Lesson 1

Course Overview

- Getting To Know
- About the Workshop
- Learning Objectives
- Personal Objectives

Lesson 2

The Role of a Minute Taker

- What is a Minute-Taker
- The Purpose of Minutes
- Problems and Solutions

Lesson 3

The Skills of a Minute Taker

- Listening Skills
- Critical Thinking Skills
- Organization Skills

Lesson 4

Meeting Agreements

- Take Away and Customize Template

Lesson 5

Minutes Styles

- Choosing a Style
- Formal Minutes
- Informal Minutes
- Action Minutes

Lesson 6

What Do I Record?

- Recording Motions and Resolutions

Lesson 7

Techniques for Preparing Minutes

- Organizing Methods
- Writing Drafts Techniques
- Proofreading Techniques

Lesson 8

Taking Minutes in an Interactive Meeting

- The Role of the Facilitator
- Taking Minutes at an Interactive Meeting

Lesson 9

The Minute Book

- How to Build & Maintain A Minute Book

Lesson 10

Workshop Wrap-Up

- Personal Action Plan
- Recommended Reading List
- Course Evaluation
- General Evaluation
- Final Thoughts

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

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