



The Minute-Taker Training

No matter who you are or what you do whether it's at work or in your community chances are that you're involved in meetings. Meetings can be quite costly whether they're held in a company boardroom or at a coffee shop. To ensure that meetings are productive and worth the expense three important elements come into play; having a conclusion, a chairperson or leader and accurate meeting minutes. It has been said that if accurate minutes aren't taken during a meeting, then the meeting might well not have happened.

If people can't recall or agree on what took place during a meeting how can the group effectively achieve its objectives? By attending this workshop you'll gain an understanding of your role as a minute taker. Learn the techniques for crafting minutes that capture all the necessary information.

Course Overview;

At the start of the day, we'll take some time to get to know each other and discuss what will be covered during this workshop. Participants will also have an opportunity to identify their personal learning goals.

Specific learning objectives include;

- Understanding the importance of minute taking.
- Developing minute taking skills such, as listening, critical thinking and organizational abilities.
- Addressing the challenges faced by individuals responsible, for taking meeting minutes.
- Having proficiency in writing minutes for types of meetings including formal, semi formal and action-based meetings is a crucial skill required of minute takers.
- Additionally, being able to prepare and maintain a minute book is essential.

The Responsibilities of a Minute Taker

To begin with participants will discuss the role of a minute taker. They will engage in group discussions to explore issues and identify solutions.

The Required Skills of a Minute Taker

Following that participants will be introduced to the three skills that every minute taker should possess; attentive listening, critical thinking abilities and effective organization techniques.

Establishing Meeting Agreements

This part of the session will focus on establishing meeting agreements. Participants will receive three templates tailored to their needs.

Different Styles of Minutes

During this segment participants will be provided with samples showcasing three types of minutes; formal, informal and action oriented.

What Should Be Included in Minutes?

Participants will learn what information should be recorded during a meeting.

Techniques for Creating Minutes

This section aims to equip participants with tools, for creating minutes. The workshop includes techniques, for organizing information tips on writing meeting minutes and advice on proofreading.

Learning to Take Minutes in an Interactive Meeting Setting

In this session participants will gain an understanding of how their role as a minute taker may vary when dealing with types of meetings.

A Valuable Skill for Attendees

As the day comes to a close attendees will be provided with instruction, on how to create and maintain a minute book.

Wrapping Up the Workshop

At the end of the day students will have an opportunity to address any lingering questions they may have and develop an action plan.

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