PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

Minute-Taking Training

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, organisational skills and much more.

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

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved minute-taking skills.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training needs analysis, so contact us today to learn more!

This action packed day will include fun mock-meetings and activities run by one of our expert minute-taking trainers and is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Please click on our Online Public Course Schedule for dates or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Improve your organisation's meeting outcomes with the use of **effective minute-taking**.

Effective minute-taking will enable your business units to solve many problems and complaints associated with running meetings. In the hands of a competent minute-taker, managers and staff are enabled to effectively action efficiently recorded meeting items.

Who will Benefit from Attending this Workshop?

- Administrative Staff and Assistants
- Recording Secretary
- Executive and Personal Assistants

Outcomes

After Completing this Course Participants Will be Able to:

- Recognise 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 organisation
- Understand and customise meeting agreements
- Prepare and publish minutes with perfection
- Write drafts, proofread and organise 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: 1300 121 400

Email: enquiries@pdtraining.com.au