



Minute Taker's Workshop

Course Length: 1/2 Day (9:00am – 12:00pm)

Course Cost: \$160.00 plus GST

About This Course

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. Meetings are costly, even if they are held in the company boardroom. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: An assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if the minutes of a meeting are not accurate, then the meeting may just as well not have taken place.

If people can't remember or agree on what actually occurred in a meeting, how can the group effectively accomplish its objectives? This half day workshop helps minute-takers understand their role and the best techniques for producing minutes that include all the essential information needed.

Course Content:

- **Introduction and Course Overview**
- **The Role of a Minute Taker**
- **The Skills of a Minute Taker**
- **Meeting Agreements**
- **Minute Styles**
 - Choosing a Style
 - Informal Minutes
 - Action Minutes
 - Formal Minutes
 - Recording Motions and Resolutions
 - What to Record
- **Techniques for Preparing Minutes**
 - Writing Minutes
 - Preparing Minutes
 - Editing Minutes
- **Taking Minutes in an Interactive Meeting**
- **The Minute Book**
- **Developing Your Skills**