

## MINUTE TAKING

*US 13934 / NQF Level 3 / Non-Credit Bearing*

*Minutes are a tangible record of a meeting for its participants and a source of information for members who were unable to attend. Stick to the facts, Avoid the jargon.*

### **WHO SHOULD ATTEND**

Any person who attends meetings and may be required to write the minutes for a meeting.

### **HOW YOU WILL BENEFIT**

- Understand the purpose and importance of accurate minute taking
- Feel confident that you know what is expected of you
- Learn how to write accurate minutes

### **WHAT WILL BE COVERED**

- Preparing for a meeting
- Drawing up agendas:
  - Selecting the topics of discussion for the meeting
  - Prioritising the order of discussion
  - Distributing the agenda
  - Ensuring that the agenda has been received by participants
- Taking Minutes:
  - Listening for main arguments
  - Summarising for minutes
  - Eliminating detail
  - Drafting and editing own work
  - Presentation of minutes
  - Distributing minutes

*PTO For Table of Contents*

One Day Course

8:30am – 4:00pm

Refreshments and a light, finger lunch will be served at our public course  
[sales@kznbtcc.co.za](mailto:sales@kznbtcc.co.za) or (031) 267 1229 for bookings and further information

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<b>Module 1 Create an agenda for a meeting</b>	<b>Module 2 Purpose and objective of minutes of meeting</b>	<b>Module 3 Create minutes of a meeting</b>
<ul style="list-style-type: none"><li>• Explain the advantages of a well-constructed agenda</li><li>• Ensure that matters on agenda appear in a logical and systematic order</li><li>• Identify and explain sources of agenda matters</li><li>• Produce an agenda in the required format and time frame</li></ul>	<ul style="list-style-type: none"><li>• Explain the purpose and objective of minutes of meetings</li><li>• Produce and distribute minutes in required format and time frame</li></ul>	<ul style="list-style-type: none"><li>• Identify and explain the resources required for minute taking</li><li>• Identify the items to be included in minutes</li><li>• Produce concise, accurate minutes and distribute appropriately</li></ul>

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