

## **MINUTE TAKING**

***US 13934 / NQF Level 3 / 4 Credits***

Becoming a better minute-taker contributes to effective communication, accountability, and organisational efficiency. Yet we know that minute-taking can feel like a daunting process.

We aim to take the stress out of the meeting and minute writing process by equipping you with the skills to tackle the task with ease. We have developed a practical course to help build your confidence and competence to prepare for meetings, write meeting notes, and transcribe minutes.

This course will help you to clarify the expectation of you as a minute-taker and will improve overall performance in administering meetings. By refining your minute-taking skills, you can enhance your value as a contributor in meetings and as a trusted member of your organisation.

### **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**

- Understand the purpose of meetings and how you contribute to the effectiveness of the meeting
- Explore how to prepare for meetings
- Practice drawing up agendas by considering meeting topics, order of discussions, and timing of each topic
- Prepare participants for the meeting
  - distributing agenda
  - supporting documents
- Prepare for successful minute-taking through pre-meeting preparation
- Enhance active listening and apply note-taking techniques
  - Listening for main arguments
  - Summarising for minutes
  - Eliminating detail
- Practice drafting and editing minute for accuracy and clarity
- Explore final stages of minute-taking
  - Presentation of minutes
  - Distributing minutes

### **PTO For Table of Contents**

*One-day course 08:30 -16:00*

*Tel: (031) 267 1229*

[sales@kznbtc.co.za](mailto:sales@kznbtc.co.za) / [www.kznbusinessstraining.co.za](http://www.kznbusinessstraining.co.za)

## TABLE OF CONTENTS

<b>Module 1</b> <b>Create an agenda for a meeting</b>	<b>Module 2</b> <b>Purpose and objective of minutes of meeting</b>	<b>Module 3</b> <b>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>