

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Minute Taking Skills

### Course Overview

This course enables the meeting secretary, project administrator, PA, general assistant to prepare and distribute full professional minutes.

The course also looks at how to prepare the meeting room with necessary agendas where needed.

Employees often mention ineffective meetings as one of the greatest time wasters in any organisation and this course helps to combat this problem.

This course ensures that the correct meeting culture, from organising to minute taking is adopted.

### Target Audience

Meeting secretaries, project administrators, PA, general assistant, office workers.

### Prerequisites

There are no prerequisites.

### Duration

- 1 Day



## Course Outline

### Module 1: The role of the minute taker

- What is a minute taker?
- Problems and solutions a minute taker may face.
- The skills of a minute taker.
- Listening skills.
- Critical thinking skills.
- Organizational skills.

### Module 2: Minute styles

- Understanding the various styles of minutes.

### Module 3: What to record during minutes

- Understanding what to record during minutes.

### Module 4: Techniques for preparing minutes

- Tips and tricks for preparing minutes.
- Writing minutes.
- Preparing minutes.
- Editing minutes.

### Module 5: Agenda's

- Writing purposeful agendas.
- Distributing agendas.