



tel 011 782 4297
fax 086 511 3343
109 3rd street, linden, 2195
po box 44007, linden, 2104

e-mail: msd@imsd.co.za
website: www.imsd.co.za

Duration: 1 Day

Course Overview and Objectives

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 a 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 at a meeting, how can the group effectively accomplish its objectives?

After this one-day workshop you will understand your role as a minute taker and the best techniques for producing minutes that include all the essential information needed.

The Essence of Minute-Taking

Module 1: The Role of a Minute Taker

Module 2: The Skills of a Minute Taker

Module 3: Meeting Agreements

Module 4: Styles of Minutes

Module 5: What Do I Record?

Module 6: Techniques for Preparing Minutes

Module 7: Taking Minutes in an Interactive Meeting

Module 8: The Minute Book

SAQA UD ID: 12153 - Use the writing process to compose texts required in the business environment

SAQA UD ID: 13934 - Plan and prepare meeting communications