

The Minute Takers

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. And 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? This workshop helps minute-takers understand their role and the best techniques for producing minutes that include all the essential information needed.

Workshop Benefits:

- Recognize the importance of minute-taking and be able to use this to your advantage
- Be able to remedy many of the complaints that face minute-takers
- Be able to write minutes that are suitable for formal meetings, informal meetings, and action meetings
- Develop the essential skills of an effective minute-taker

What Will Be Discussed?

- ✓ The Role of a Minute Taker
- ✓ The Skills of a Minute Taker
- ✓ Minutes 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 Letters and Memos
- ✓ De-Stress Options You Can Use Right Now

