



PREFERRED TRAINING
NETWORKS

MINUTE TAKING

Minute Taking Skills Training is a popular request that we receive. It's a sign of organisational maturity, too. The organisation knows that it needs to harness the ideas and responsibilities that are brought up in meetings.

If it didn't get written down, it didn't happen and it won't get done. New York City was transformed by mayor Rudy Giuliani from detailed minutes of his weekly meetings. If you attended his meetings and hadn't followed through with the action plans from the previous week, then you'd better have a good reason why. Accurate minutes can be worth their weight in gold as they provide clarity and a tangible record of an intangible event. Minute taking is still an essential skill and is proven to make meetings more outcomes-focused.

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KEY COURSE CONTENT

- Write accurate minutes
- Clarify the purpose of meetings and the desired outcomes
- Critique styles of minutes
- Clarify the terminology
- Determine how much detail is needed
- Structure the formats and content of the agenda
- Plan before taking minutes
- Determine who is responsible for what?
- Work with the Chair to get buy-in for your minute taking
- Practise listening skills
- Convert notes into minutes
- Revisit your draft minutes
- Compose a clear summary and action plans



Target Audience

Leaders, managers, team leaders, and employees



Duration

Available as a full-day or half-day course



Delivery

Available in-person at your organisation/venue, or virtual



Group Size

Recommended 4 to 10 participants



Takeaways & Resources

Participants receive a certificate of completion (including Continuous Professional Development hours) and can opt for a free follow-up refresher course with the original trainer

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