How to Take Meeting Minutes Effectively

Length: 1/2 Day

Summary: Regardless of the nature of your organization, meetings are a very important part of the process. This course guides the office professional of any level through the many steps of arranging meetings, putting together agendas, taking notes or minutes, transcribing them in a professional format, and doing the necessary follow-up to be successful.

What you will learn:

- Example minutes and agendas
- How to develop your skills in note-taking
- Becoming more confident in your role
- What to do before, during and after the meeting
- Help with layout and writing skills
- Learn what to include in minutes
- Understand how to become a better listener

COURSE CONTENT

1. **MEETINGS**
2. **PREPATION FOR A MEETING**
3. **ROLE AND SKILLS OF THE MINUTE TAKER**
4. **EXAMPLES OF MINUTES**
5. **MINUTE WRITING EXERCISE**