PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Minute-taking Training

First and foremost, what are minutes? Minutes provide a summary of the structure of a meeting. To guarantee that the meetings performed maximizes the expense involved and are productive, three elements are compulsory: a declaration of closure, an effective facilitator and accurate minutes. In the end, if all individuals involved in the meeting cannot remember or come to an agreement on what essentially took place during the meeting, how will the team successfully carry out the objectives? Hence, the Minute-taker exists to accurately record the minutes of an informal or formal meeting.

To develop the abilities and skills of a Minute-taker, you should consider enrolling into a Minute-taking training course.

The Minute-taking training course delivered by PD Training offers techniques to Minute-takers on how to efficiently record all the important information discussed. This training course teaches you how to keep track of the vital information discussed, ideas generated and planning steps presented.

This action packed day will include fun mock-meetings and activities run by one of our expert minute-taking trainers and is available now throughout Hong Kong, including Central.

This Minute-taking training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

What You'll Gain:

Improve your meeting outcomes with **effective minute-taking**.

Effective minute-taking will enable your business units to solve many problems and complaints associated with running meetings. In the hands of a competent minute-taker, the following skills will enable managers and staff to effectively action efficiently recorded meeting items.

Who will benefit from taking this workshop?

- Administrative staff and assistants
- Recording Secretary
- Administrative Assistant

Outcomes

- **After Completing this Course Participants Will be Able to:**
  - Recognise and understand the importance and purpose of minute-taking
  - Develop key skills as a minute taker
  - Understand the responsibilities of the minute taker before, during and after the meeting
  - Identify and record action items during meetings
  - Develop skills in active listening, critical thinking, and organisation
  - Understand and customise meeting agreements
  - Prepare and publish minutes with perfection
  - Write drafts, proofread and organise minutes
  - Deal with common complaints and difficulties faced by minute-takers
  - Perform the role with expertise using knowledge and skills
  - Understand minute taking Apps

Modules

Lesson 1: Introduction to meeting minutes

- What are meeting minutes
- Key roles in a meeting
- Types of meetings

Lesson 2: Your winning style

- What are REACH personal style profiles?
- Personality profiling in just two questions
- What do these styles expect from minutes?

Lesson 3: Skills of a minute taker

- The role of a minute taker
- What, who and when method to capture actions

Lesson 4: Responsibility of the minute taker before the meeting

- The importance of preparation
- Who is responsible for the meeting agenda?

Lesson 5: Responsibility of the minute taker during the meeting

- Typical flow of a meeting

Lesson 6: Responsibility of the minute taker after the meeting

- Content covered in the meeting minutes
- Editing and proofreading
- Approval process for meeting minutes

Lesson 7: Troubleshooting

- Common problems that arise during meetings

Lesson 8: Using Apps to help with meetings

- Commonly used Apps for virtual meetings
- Commonly used Apps for recording meetings
- Commonly used Apps for formatting and collabaration

Talk to our expert team

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