

Taking Minutes Effectively

OBJECTIVES

Aimed at company secretaries and other professionals supporting a board of directors, this course encourages a proactive approach to minute taking, and anyone frequently finding themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what took place.

The course will chart the logical development of the minute-taking process, starting with an initial discussion of the purpose of minutes, moving on to the process through to the production of a set of minutes in their final form. You'll also cover the use of technology in minute-taking and how the development of interpersonal skills can increase a minute-taker's confidence.

Duration: 1 Day

1. Purpose of minutes and legal requirements
2. Role of the minute-taker and its challenges
3. Meetings
4. Understanding the role of the chairperson
5. Strategies for effective note-taking
6. The agenda
7. Personal preparation
8. Effective note-taking
9. Transforming notes into minutes
10. Structure, style and layout of minutes
11. Technology and the minute-taking process
12. Communication skills and the minute taker
13. Personal qualities of the proactive minute taker
14. Personal skills development
15. Frequently asked questions
16. The minute-taker's reminder checklists