

# The Minute-Taker's Workshop

No matter who you are or what you do, whether at work or in the community, you are likely involved in meetings. Meetings are costly, whether they are held in a company boardroom or at the local coffee shop. To ensure that 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 accurate minutes have not been recorded, 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? After this training you will understand your role as a minute-taker and the best techniques for producing minutes that include all the essential information needed.

## What Will Students Learn?

- ✓ Recognize the importance of minute-taking.
- ✓ Develop key minute-taking skills, including listening skills, critical thinking, and organization.
- ✓ Be able to resolve many of the complaints that affect minute-takers.
- ✓ Be able to write minutes that are suitable for formal meetings, semiformal meetings, and action minutes.
- ✓ Be an efficient minute-taker in any type of meeting.
- ✓ Be able to prepare and maintain a minute book.

## What Topics are Covered?

- ✓ The role of a minute taker
- ✓ The skills of a minute taker
- ✓ Meeting agreements
- ✓ Minute styles (formal, informal, and action)
- ✓ What do I record?
- ✓ Techniques for preparing minutes
- ✓ The minute book
- ✓ Taking minutes in an interactive meeting

## What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ certificate of completion

## Pre-Registration Information

Yes! I would like to attend The Minute-Taker's Workshop!

Sign me up for the following session:

- 310 Oak Avenue, NBS Building 3<sup>rd</sup> floor Randburg. 3<sup>RD</sup> September 2018
- Accreditation : SETA : 12255  
Bankseta : Bank-Corne180502
- All Training are from 9:00 a.m. until 3:30 p.m.
- Cost: Per person. Kindly contact the call centre
- Timeframe : 1-2 days



[www.cornerstonehr.co.za](http://www.cornerstonehr.co.za)

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### Banking Details

**Account Name** : Cornerstone Supreme  
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