

Minute-Taking with OneNote 2007

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. Meetings are costly, even if they are held in a company boardroom. To ensure 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 the minutes of a meeting are not accurate, then the meeting may just as well not have taken place. If people cannot agree on what happened, how can the group move forward?

This workshop will introduce you to the people, components, and procedures that meetings should use. You will also learn to use Microsoft Office OneNote 2007 as an effective tool to not only record meeting information, but categorize, archive, and distribute material to the other members of the meeting.

How You Will Benefit:

- You will recognize the importance of minute-taking and understand how OneNote 2007 can make the process more efficient, organized, and reliable.
- You will develop key minute-taking skills including listening skills, critical thinking, and effective organization.
- You will be able to remedy many of the complaints that beset minute-takers both through best practices and through the use of OneNote 2007.
- You will be able to write minutes that are suitable for formal meetings, semi-formal meetings, and action minutes using the templates provided with a number of sample OneNote 2007 notebook templates.
- You will be able to prepare and maintain a minute book.

What You Will Cover:

- ▶ The role and duties of the minute-taker
- ▶ Problems faced by minute-takers (with effective solutions)
- ▶ Listening skills
- ▶ Critical thinking skills
- ▶ Organizational skills
- ▶ Different minute styles
- ▶ How to record motions and resolutions
- ▶ How to use OneNote 2007 to maximize your minute-taking proficiency
- ▶ Techniques for preparing, editing, and distributing minutes
- ▶ How to take minutes during an interactive meeting
- ▶ How to build and maintain a minute book and minute archives

Accreditation : SETA : 12255
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What's Included?

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

Pre-Registration Form:

Course Title

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www.cornerstonehr.co.za

Address: 310 Oak Avenue, NBS Building 3rd Floor
Randburg. Tel: 011 038 6367/ 011 038 6630

www.cornerstonehr.co.za

Email: stephane@cornerstonehr.co.za

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