



Better Minute Taking

1 Day

Employ your listening and organizational skills to provide an accurate account of meetings

Well-documented minutes are an important tool in decision making, in documenting organizational activities and approvals, and in the assignment of responsibilities.

HOW YOU WILL BENEFIT

In this 1-day workshop you'll practise your listening and recording skills in mock meeting sessions.

After the workshop, you will be able to:

- Co-ordinate meetings and prepare agendas.
- Feel confident about taking minutes correctly and concisely.
- Take accurate minutes for both formal and informal meetings.
- Ensure that the minutes provided actually reflect the proceedings of the meeting.

WORKSHOP DESCRIPTION

Meeting Preparation

- Review the basic elements of minute taking
- Your role as the meeting coordinator
- Meeting preparations and what needs to occur in advance of the meeting
- Preparing agendas that guide the meeting

Do the Minutes Reflect What Took Place?

- Understand the meeting cycle
- Recognize and capture the important points
- Ensure that the minutes provided actually reflect the proceedings of the meeting
- How to deal with "in camera" minutes

Communications

- How to enhance your listening skills
- Work with the chairperson to improve communication and information flow during a meeting
- Rules of Order and their effect on minutes

Post-meeting

- Editing without altering content
- Drafting and distributing your minutes efficiently
- Ensuring proper storage of meeting minutes

BUILD YOUR COMPETENCY IN

- Writing clearly, well-documented minutes or meeting notes
- Capturing action items, key points or motions

ATTEND THIS WORKSHOP IF YOU...

- Are required to take minutes or meeting notes
- Wish to better understand meeting Rules of Order
- Are an administrative assistant, secretary or project co-ordinator
- Serve on a board of directors for a not-for-profit organization or association

HOW TO REGISTER

To register, call **(613) 727-7729**

Or email training@algonquincollege.com

Dates: October 19, 2009

December 7, 2009

February 1, 2010

8:30 a.m. to 4:00 p.m.

Fee: \$350 (plus GST) for 1-day program

Convenient downtown location.

Check-in, coffee and muffins start at 8:00 a.m.

Afternoon refreshment provided.

Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.

On-site delivery of this workshop is available.

SUSAN CODE McDOUGALL

A writer, editor and local historian, Susan is the author of *A Matter of Honour and Other Tales of Early Perth*, co-author of *Inside the Tent—45 Years on Parliament Hill*, with Tom Van Dusen, and editor of *Draw Up a Chair—a Treasury of Renfrew County Storytelling*.

Susan has considerable experience in the field of business communications, having spent several years as a writer for an Ottawa Valley public relations firm and as a correspondence and briefings editor for the federal minister of Agriculture and Agri-Food and the president of the Canadian Food Inspection Agency.

She teaches for Algonquin College's Heritage program in Perth. She has appeared frequently on radio and television and has spoken to numerous groups about the history of Perth and the Rideau Corridor.