

## 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.

### LEARNING OBJECTIVES

In this workshop you'll develop 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 OUTLINE

#### 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 clear, well-documented minutes or meeting notes
- Capturing action items, key points or motions

## WHO SHOULD ATTEND

- Administrative assistants
- Project coordinators
- Those who take minutes or meeting notes in their organization
- Those looking to improve the effectiveness of their team meetings
- Those who serve on a board of directors for a not-for-profit organization or association

## HOW TO REGISTER

**CALL** 1.833.282.6852

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