

MINUTE TAKING

TAKE MINUTES THAT ARE EASY TO READ AND ARE AN ACCURATE ACCOUNT OF A MEETING.

19 MARCH 2010



VENUE
Crowne Plaza Melbourne
1-5 Spencer Street, Melbourne



MINUTE TAKING IS VITAL TO A SUCCESSFUL MEETING. WHEN THE DISCUSSIONS ARE UNDERWAY AND DECISIONS HAVE BEEN MADE, ACCURATE MINUTES WILL RECORD WHAT HAS TAKEN PLACE AND WHAT ACTIONS ARE REQUIRED.

This program will examine the preparations needed before a meeting; clarify the purpose of minutes and explore the role of minutes written during and after the meeting. The program will look at ways to save time when note-taking and how to reduce the stress of taking minutes. Effective listening, note taking and summarising are covered.

The workshop will provide an opportunity to ask questions about areas of particular concern, provide useful tips on writing effective minutes and will include a variety of practical exercises for participants.

AIM OF THE WORKSHOP

The workshop will:

1. Develop the confidence and skills in taking accurate and concise minutes
2. Describe and apply best practice approaches to meeting preparations and the writing of effective minutes
3. Clearly identify the minute taker's role before, during and after the meeting
4. Identify positive strategies for listening and summarising
5. Summarise how to deal with jargon and technical language professionally
6. Identify different methods of minute taking and organising your material
7. Review techniques for identifying and highlighting important points

DATE & TIME

Friday 19 March 2010
9.00 am – 4.00 pm

COST

\$495.00 (including GST of \$45.00) inclusive of materials, lunch and parking

CLOSING DATE FOR REGISTRATIONS
Friday 5 March 2010

ARRIVAL
8.45 am
Arrival - tea & coffee
9.00 am
Welcome & Introduction

WHO SHOULD ATTEND

Anyone who is new to taking minutes and those who have experience and are looking to fine tune their skills.

FACILITATOR CHRISTINA KATOPIS

SENIOR ASSOCIATE,
CENTRE FOR LEADERSHIP
AND MANAGEMENT

Christina Katopis has worked as a facilitator for over 16 years. She has extensive experience in working with both the public and private sector throughout Australasia. She has held various roles ranging from facilitation, project management, to management.

Christina's style is participative, engaging and enjoyable. Her approach to facilitating encompasses key adult learning principles. She actively ensures all materials presented are relevant to participants' work situations.



SESSION 1

INTRODUCTION TO MINUTES AND MINUTE TAKING

- The skills of effective minute takers
- What are minutes?
- The role and responsibility of a minute taker
- Working with the Chair
- The challenges of minute taking

SESSION 2

LISTENING AND NOTE TAKING

- Active listening
- Overcome barriers to good listening
- Tips for improving your listening when taking minutes

SESSION 3

BEFORE THE MEETING

- Preparing an agenda
- Agenda guidelines
- Personal preparation for minute taking

LUNCH
12.30 pm
Lunch Break

SESSION 4

DURING THE MEETING

- Identifying what to record
- Minute taking strategies
- Common meeting abbreviations

SESSION 5

AFTER THE MEETING

- Writing up meeting minutes
- Structuring your minutes
- Proofreading and drafting your minutes
- Obtaining sign off

CONCLUSION

4.00 pm
Conclusion of Workshop