



**THE
ENTERPRISE
CENTRE**

Minute Taking

ENT1544

1 Day

"Who is going to take minutes?" is a common question at the beginning of meetings (these days). Gone is the time when there was a professional secretary who knew how to document the important events and information that was discussed in our meetings. Today, it is often one of the meeting participants who shoulders this task; sometimes with interesting, but ineffective results. You may have excessive notes; they may be so brief as to be useless; or, there may be important information missing.

For this reason, we have developed a program which will give you all of the basic rules of minute taking and the skills by which you will be able to submit comprehensive and succinct minutes to all who attended the meeting.

Participants will learn:

- the importance of good planning for effective meetings;
- how to prepare for a meeting and use the agenda during and after the meeting;
- how to listen and summarize the important information;
- tips on what to put in and what to leave out of the minutes;
- your responsibilities after the meeting for completing and distributing the minutes.