



## The Minute Takers Workshop

**Description:** No matter who you are or what you do, whether at work or in the community, you are involved in meetings. And 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 can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives? This course helps minute-takers understand their role and the best techniques for producing minutes that include all the essential information needed.

**Session One:** Course Overview

**Session Two:** The Role of a Minute-Taker

- What is a Minute-Taker?
- Problems and Solutions

**Session Three:** The Skills of a MinuteTaker

- Key Skills
- Listening Skills
- Critical Thinking Skills
- Organization Skills

**Session Four:** Meeting Agreements

**Session Five:** Minute Styles

- Choosing a Style
- Informal Minutes
- Action Minutes
- Formal Minutes

**Session Six:** What Do I Record?

- Recording Motions and Resolutions
- What to Record

**Session Seven:** Techniques for Preparing Minutes

- Top Techniques
- Writing Minutes
- Preparing Minutes
- Editing Minutes
- Group Exercise

**Session Eight:** Taking Minutes in an Interactive Meeting

**Session Nine:** The Minute Book

- Workshop Wrap-Up