

Minute Taking

What do I need?

The desire to produce professional, accurate minutes.

How long is the course?

½ Day (8h30 – 12h30)

Who should attend?

Professionals who wish to improve their minute taking skills, written communication, and who need to understand the process of meetings.

Lesson 1:

Communication

Business communication
Frequently misused business words

Lesson 2:

Meetings

Different types
Planning a meeting
Meeting procedures
Meeting terminology
Decision making

Lesson 3:

Minutes

3 aspects to taking good minutes
Note-taking
Meeting minute guidelines
The 5 do's and don'ts



miCTsetA

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