

How to Write Effective Meeting Minutes

Overview

"Meetings – where minutes are taken and hours are wasted". We've all opened a document to be confronted with 10 pages of detailed minutes where there seems to be no clear structure or any recommended course of action. These are the minutes that are shelved and rarely read. You may have also been in the position where you have been asked to take minutes and after taking copious notes you wish you had done that speed typing course. Wouldn't it be great to know what to include, what to leave out and how to prepare minutes quickly and easily? This workshop will help.

Competency Framework:

Entry Level Common/ Core
(ASO1-ASO2)
First Line Manager Common/
Core (ASO2-ASO5)
Middle Manager
Common/Core (ASO6-ASO8)

Facilitator:

Sharon Ferrier

Duration:

1 half day
9:00am – 12:30pm
(8:45am registration)

Dates:

Please refer [here](#).

Location:

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions:

Comprehensive
workbook, morning tea
and refreshments.

Cost:

Professional Member: \$260
State Gov. Member: \$295
Corporate Member: \$305
Non-Member: \$325

Contact:

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e: enquiries@sa.ipaa.org.au

Content

Topics to be covered include:

- Why minutes matter.
- Pre-meeting preparation.
- Choosing the right template.
- Familiarising yourself with meeting jargon.
- What to do during the meeting.
- The benefits of active listening.
- How to ask for what you need.
- Preparation and distribution of the minutes.

Outcomes

By the end of this course you will be able to:

- Write effective minutes that are clear and easy to action.
- Know what to include and leave out of minutes.
- Understand the purpose of minutes.

Who should attend?

Anyone who is preparing or writing minutes.

Benefits to you and your organisation

- Spend less time.
- Feel confident that you are including all the necessary information.
- Produce minutes that benefit the company and make you look good.
- Clear action items.
- Minutes that people actually want to read.
- More informed and productive staff.

Testimonial:

"Next time I take minutes I am going to pay more attention to how I currently do them, and then next meeting attempt to use the new skills to be more efficient in my methods"
– 21 February 2017