

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’d 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.

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

- Spend less time
- Feel confident that you are including all the necessary information
- Produce minutes that benefit the company and make you look good

Benefits to your organisation

- Clear action items
- Minutes that people actually want to read
- More informed and productive staff

Theme	Core Skills for the Public Sector	2016 Dates
Competency Framework Level	Entry Level Common/Core (ASO1 – ASO2) First Line Manager Common/Core (ASO2 – ASO5) Middle Manager Common/Core (ASO6 – ASO8)	<u>Tuesday, 21 February</u> <u>Wednesday, 12 April</u> <u>Thursday, 29 June</u>
Duration	1 Half Day 9:00am – 12:30pm (8:45am registration)	
Inclusions	Comprehensive workbook, Morning Tea & Refreshments	
Facilitator	Sharon Ferrier Persuasive Presentations	
Location	Level 6, 12 Pirie Street, Adelaide	
Price	Professional Member	\$260
	State Government Employee	\$295
	Corporate Member	\$305
	Non-member	\$325

