

MINUTE TAKING MADE SIMPLE

MINUTE TAKING DOES NOT HAVE TO BE STRESSFUL, IT'S A SKILL YOU CAN LEARN

OVERVIEW

The workshop focuses on meeting preparation, meeting procedure and practical exercises that will aid you when writing minutes. Classroom exercises will enable delegates to practise their new skills in listening, note taking, summarising and selecting the most important points when writing and compiling minutes. These exercises are designed to be highly participative and offer an ideal opportunity for individual feedback. We encourage you to bring a sample of minutes you have produced, to review and refer to at the training.

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WHO SHOULD ATTEND?

Essential for anyone who is, or will be, responsible for taking minutes in meetings.

YOU WILL LEARN:

- The objectives of meetings, the various types of meetings and the roles of the people who attend them
- Tips to help you summarise and take down the most important points
- The responsibilities of the minute taker
- To layout information in a style suited to your organisation
- Tried and tested note-taking techniques.
- To ultimately produce a clear, concise set of minutes.



RAVE REVIEWS

“I’m glad I attended this course, as it has opened my eyes to a lot of things. I’m now confident and looking forward to attending the meetings I have been trying to avoid.”

- Refilwe from Multichioce (Pty) Ltd

“I have been minute taking without formal training for a while, and this course has made me more confident. It was a lot of fun and not just listening and taking notes - the role play was great to get involved”

- Madison from Self Employed

“I am not scared to write Minutes anymore!”

- Immaculate from Standard Bank

If you are unhappy with a course, we will offer you a replacement course of your choice, absolutely free.



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COURSE OUTLINE

EFFECTIVE MEETING PREPARATION

- Setting meeting goals
- The benefits of an effective Agenda
- Duration and logistics

THE OBJECTIVES OF MEETINGS

- Why do we have meetings?
- Various types of meetings - formal and informal
- Rules of conduct
- The minute book

THE ROLE OF THE MINUTE TAKER

- Your pre-meeting duties
- The minute taker and the chairperson – working in partnership
- Understanding the participants in a meeting

LISTENING SKILLS

- The listening process
- Actively listening
- Tips to overcome barriers to listening
- Develop listening skills

NOTE TAKING SKILLS

- Different styles and ways to take notes
- Identifying the key points
- Using symbols and abbreviations

PRINCIPLES OF MINUTE TAKING

- The minutes approval process and its impact
- Impacts of privacy issues on minute taking
- Structure and styles of minutes
- Action points, time frames and who is responsible

SETA ACCREDITATION

Please contact our offices to discuss assessment options. The Services SETA has awarded KumaloGreen full accreditation. Your company can claim back a percentage of their skills levies if you attend a KumaloGreen course.

DATES 2023

- | | |
|------------------|------------------------|
| 1 – 2 March 2023 | 18 – 19 September 2023 |
| 8 – 9 May 2023 | 6 – 7 November 2023 |
| 3 – 4 July 2023 | |

OPTION 1: FACE-TO-FACE TRAINING

Price:	Duration:
R 4 300.00 (excl. VAT)	2 Days
per delegate	Course start time: 08:30
R 4 945.00 (incl. VAT)	Course end time: 16:30
Venue:	
The Capital Hotel, Melrose Johannesburg	

OPTION 2: VIRTUAL INSTRUCTOR-LED TRAINING

Price:	Duration:
R 3 500.00 (excl. VAT)	2 Days
per delegate	Course start time: 08:30
R 4 025.00 (incl. VAT)	Course end time: 16:30

WHAT IS INCLUDED?

- A brilliant trainer who is a subject matter expert
- Practical exercises, discussion and one-to-one feedback from the course facilitator
- A comprehensive learner guide packed with practical tips
- Post course support to assist you in implementing what you have learned
- Certificate of attendance which you will receive at the course
- Superior training venue with delicious lunch, teas and refreshments
- Secure Parking and Disabled facilities

kumalogreen
TRAINING FOCUSED ON RESULTS

BOOKING FORM

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PLEASE SELECT AN OPTION

Option 1: Face-to-face Training	
Option 2: Virtual Instructor-led Training	

PLEASE SELECT A DATE

1 – 2 March 2023	
8 – 9 May 2023	
3 – 4 July 2023	
18 – 19 September 2023	
6 – 7 November 2023	

PERSON MAKING THIS BOOKING

First Name and Surname:	
E-mail Address:	
Contact Number:	

DELEGATE DETAILS - PERSON ATTENDING THE TRAINING

(To register additional delegates, please complete the information on the page overleaf)

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirements:	

COMPANY DETAILS FOR INVOICING PURPOSES

(A tax invoice will be e-mailed once we have received this completed enrolment form.)

Full Company Name:	
Company VAT Registration No:	
Postal Address:	
Purchase Order No (If Applicable):	
Contact Person in Accounts:	
Accounts Phone Number:	
Accounts E-mail Address:	

HR/TRAINING CONTACT PERSON DETAILS

First Name and Surname:	
E-mail Address:	
Position:	

COST

Face-to-face Training:

R 4 945.00 (incl. VAT) p/ delegate

Virtual Instructor-led Training:

R 4 025.00 (incl. VAT) p/ delegate

Group Discount

Book 3 more people on the same course & receive a 10% discount.

Please ensure you read the Payment Terms & Conditions as well as the Cancellation Transfer Policy below to avoid any confusion

PAYEMENT T&C'S

A tax invoice, including our banking details, will be issued once your completed booking form has been received. Payment is due on receipt of invoice but longer payment terms can be arranged. Should KumaloGreen not receive payment for the training from the organisation, the individual who attended the training will be liable for payment.

CANCELLATION & TRANSFER POLICY

Full refund for cancellations received two weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid. Should a delegate not arrive for the training on the day that course commences, a no-show fee of 100% will be charged. Requests to postpone course attendance must be received in writing at least 3 full working days before course commencement otherwise a late postponement fee of 20% will apply. Only one postponement allowed and transfer to be utilised within 6 months of the original course date. KumaloGreen reserves the right to cancel the event, in which case delegates will be refunded in full.

DELEGATE SIGNATURE

MANAGER SIGNATURE

By signing this booking form, both the delegate and manager agree to the payment terms, conditions, cancellation & transfer policies above.

ADDITIONAL DELEGATES

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To register more than one person, please complete the information on this page

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirement:	

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirement:	

First Name and Surname:	
Position:	
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