

MINUTE TAKING MADE SIMPLE



Length: 2 Days (8:30 – 16:30)

ABOUT THIS TRAINING

This course focuses on meeting preparation, meeting procedure and practical exercises that will aid you when writing minutes.

Practical exercises will enable delegates to practice their new skills in listening, note taking, summarising and select the most important points when writing and compiling minutes.

WHO SHOULD ATTEND

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

WHAT WILL I 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 responsibility 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 and concise set of minutes

COURSE OUTLINE

Module 1: Effective meeting preparation

- The benefits of an effective Agenda

Module 2: The objectives of meetings

- Various types of meetings - Formal and informal
- Rules of conduct & the minute book

Module 3: The role of the minute taker

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

Module 4: Listening skills

- Actively listening
- Tips to overcome barriers to listening

Module 5: Note taking skills

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

Module 6: 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

Module 7: After the meeting

- Making sense of your notes immediately after the meeting
- Checking for accuracy - have the minutes achieved their purpose

Pricing

WHAT'S INCLUDED:

- A trainer who is a subject matter expert
- A comprehensive learner guide packed with practical tips (PDF for virtual / printed for face-to-face training)
- Digital certificate of attendance
- Post-training Trainer Report

WHAT THE CLIENT WILL PROVIDE:

Option1: Virtual Instructor Led Training	Option 2: Face-to-Face Training
<ul style="list-style-type: none"> • Fast, reliable internet connection • Computer / laptop for each participant - capable of using the meeting software (Zoom or Microsoft teams) and fitted with a microphone and camera • Printing facilities - should the delegates wish to print their course material before the training 	<ul style="list-style-type: none"> • The training venue, refreshments, and meals for the delegates and the trainer • All audio-visual equipment: data projector, flipchart/whiteboard and pens • Pen and paper for the delegates • Trainer's air or road travel (@R 3.50 pkm) expenses and accommodation for training further than Johannesburg or Pretoria.

PRICING TABLE 2 DAY TRAINING COURSE:

Number of Delegates	Price per delegate for 2 Day Training Course (excl. VAT)	Total cost per group based on the number of people attending (excl. VAT)
4	R 6 510	R26 040
5	R 5 208	R26 040
6	R 4 340	R26 040
7	R 3 802	R26 614
8	R 3 396	R27 168
9	R 3 080	R27 720
10	R 2 832	R28 320
11	R 2 606	R28 666
12	R 2 454	R29 448
13	R 2 308	R30 004
14	R 2 184	R30 576
15	R 2 076	R31 140
16	R 1 980	R31 680
17	R 1 900	R32 300
18	R 1 826	R32 868
19	R 1 760	R33 440
20	R 1 700	R34 000

*Terms & Conditions Apply. Prices change depending on number of delegates trained. Please request a formal quotation.