

# Minute Takers' Workshop



No matter who you are or what you do, whether at work or in the community, you are involved in meetings. Meetings are costly, even if they are held in a company boardroom. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if the minutes of a meeting are not accurate, then the meeting may just as well not have taken place.

If people can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives?

After **this one-day workshop** you will understand your role as a minute taker and the best techniques for producing minutes that include all the essential information needed.

## How You Will Benefit

### At the end of the workshop you will be able to:

- Recognise the importance of minute-taking
- Develop key minute-taking skills, including listening skills, critical thinking, and organisation
- Be able to remedy many of the complaints that beset minute-takers
- Be able to write minutes that are suitable for formal meetings, semi-formal meetings, and action minutes
- Be an efficient minute-taker in any type of meeting
- Be able to prepare and maintain a minute book

## What You Will Cover

- The role of a minute-taker
- The skills of a minute-taker (including listening, critical thinking, and organisation)
- Meeting agreements
- Styles of minutes (including formal, informal, and action)
- What to record
- Techniques for preparing minutes
- Editing minutes
- The minute book
- Taking minutes in an interactive meeting

## What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

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**YES! Enrol me now!**  
**REGISTRATION FORM**  
**Minute Takers Workshop**

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: <b>MasterCard / Visa Only</b>			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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*Stellaris PTE Ltd is registered as a private training establishment by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 and its subsequent amendments.*



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