

*'Skill and confidence
are an unconquered
army'*

George Herbert

Minute Taking Skills

Have the confidence to get it right!

Mitchell Personnel Solutions

Program Outline:

This one day program offers practical, systematic advice on how to prepare, take minutes and present the final product in a clear, easy to read format.

During this course you will learn about:

- The minute taker's role in a meeting
- Prioritising and deciphering information
- Presenting minutes in a readable format
- Preparing for a meeting
- Basic grammar and language refresher

Using interactive learning methods plus examples of minute formats for you to use, this course will ensure you go away with practice, knowledge and a clear understanding of the steps involved in minute taking.

At the end of this course you will:

- Know how to present your minutes in an easy to read format
- Understand your role within a meeting
- Have the confidence to take minutes effectively
- An understanding of the difference between minute taking and dictation
- Walk away with minute templates to use in your own workplace

This program is designed for individuals new to the role of taking minutes or for those just wanting to increase their confidence. A fresh, interactive training course giving you the minute taking skills you need.

exceeding expectations



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