

MINUTE TAKING

Training course offered by VETTA Communication (Pty) Ltd.



OBJECTIVES

Valuable time is spent in meetings and preparing minutes however minute takers struggle with tenses, grammar, flow of text, interpretation and paraphrasing. This practical workshop ensures that participants acquire the skill to accurately condense information by focusing on objections made, decisions taken and promptly compiling a course of action list to fast track action.

COURSE CONTENT

Introducing the subject

- Why are correct minutes important and binding?
- The role of the minute taker
- Types of minutes

Minute taking techniques

- Procedures leading up to a meeting
- Compiling a notice of meeting and the rules that govern this notice
 - What to write and what to say
 - Notice of meeting time frames
- Compiling an agenda
 - The agenda is an invitation – entice people to attend the meeting
 - Formatting and importance of a correct agenda
 - Agenda and time frames
- Minute taking
 - Methods and simple tips on minute taking
 - Accuracy
 - Styles in speedwriting
 - Effective listening skills
 - Focusing on objections and decisions
 - Differentiating between important or useless information
 - Time frames in preparing minutes
 - Addressing minutes
 - Drafting of minutes / email / hard copy signing and filing
 - Tenses, grammar
 - Distribution
 - Preparing a course of action list

Workshop suitable for administrative staff, secretaries and personal assistants

COURSE DETAILS

Duration: ½ day

Date: 2011

Time: 08h30 - 16h30

Cost: R825.00 p/person excl. 14% VAT

Included: Mid-morning snack, refreshments, facilitation, training notes, E-certificate and unlimited post training support.

Venue:

This workshop can also be presented at your premises

Book on line www.vetta.co.za or call 086 111 VETTA (83882) Email: info@vetta.co.za



VETTA Communication (Pty) Ltd.
Cape Town • Johannesburg • Durban

“Passion colours everything it touches”

