



## Minute-Taker's Workshop

**Course #:** MT-100      **Duration:** 0.5 day

### Prerequisites

None.

### Details

The Minute-Taker's Workshop is a quick, half-day course for those who find themselves called upon to take minutes but who have little knowledge of how to produce an accurate record of a meeting. You may face ambiguous agreements, a vague agenda, interruptions, a poor chairperson, or any number of complicated issues. This course provides practical guidance on how to overcome these and other problems and to take accurate minutes.

### Software Needed

None.

### Outline

Minute-Taker's Workshop

Participants are welcome to bring along a copy of minutes from their latest meeting (non-confidential) to critique and compare (optional).

- **Introductions, Objectives and Agenda**
- **Exercise and Discussion of Communication Styles**
- **Definitions**
- **Purpose of Minutes**
- **Misconceptions about Minute-Taking**
- **Valuable Minute-Taking Skills**
- **What makes a meeting unsuccessful?**
- **What makes a meeting successful?**
- **Cycle of a Meeting**
- **Typical Meeting Structure**
- **Meeting Roles and Responsibilities**
- **The Minute-Taker Before the Meeting**
  - Sample Meeting Checklist

- **The Minute-Taker During the Meeting**
- **The Minute-Taker After the Meeting**
- **Common Questions**
- **Useful Words for Minutes**
- **Recording Decisions and Actions**
- **Business English for Minutes**