



Effective Minute taking



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Key Focus Areas

Understanding the role of meetings:

- What should a meeting consist of and what it should achieve
- Special types of meetings and the role of the secretary in the meeting
- Familiarising yourself with the language of meetings

Organising an Effective and Productive Meeting:

- Sending out the Notice of a Meeting
- Suggestions for more productive meetings
- Checklist of arrangements that need to be made
- What you should take with you and where you should sit

Preparing a Working Agenda:

- The Objective of an Agenda
- Standard sections that need to be included
- Headings and attachments that get people to think and prepare for the topic
- Clearing the agenda prior to sending it out
- Utilising agenda formats available in MS Word

The Procedure during a Meeting:

- Check attendance, read previous minutes, motions, discussions and agenda points
- Call in guests or specialists, brain storming and idea generation, voting and decision making, summarising and setting future dates

Identifying the Type of Minutes you are expected to take:

- Verbatim Minutes (word-for-word)
- Resolution Minutes (formal type meetings)
- Narrative Minutes (telling the story of the meeting)
- Action Minutes (for working groups etc.)
- Meeting Terminology
- How to record votes

Programme fee

The programme fee will be determined based on the requirements

Duration

1 day

Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: www.ukznextendedlearning.com

Contact

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