



2-Day Skills Programme on:
MINUTE TAKING
(Plan & Prepare Meeting Communications)

Accredited with Service Seta and LGSeta – US13934 - NQF Level 3, 4 Credits

COURSE OBJECTIVES:

Minutes must be accurately recorded and must clarify the meeting objectives. It is crucial that they are to-the-point and track the decisions and objectives of the organization. This skills programme will build your confidence and improve your ability to summarize and select essential points when taking minutes. This course is aimed at any employee who wants to improve their organisational, minute taking and meeting procedures skills including Office Support Staff, Secretaries, Personal Assistants and Administrative Assistants.

COURSE OUTLINE:

Module 1 - What is a meeting?

- What is a meeting?
- Different types of meetings
- The roles and functions of the chairperson and secretary
- Notice of the meeting
- The meeting agenda

Module 2 – During the meeting

- Parliamentary procedure
- Meeting order of business
- Meeting protocol: Motion, Debate Amendment, Point of Order, Voting, Resolution

Module 3 – Minute taking and circulating

- What are meeting minutes?
- Preparing for taking minutes
- Compiling minutes
- Approval and adoption of the minutes
- Meeting minutes checklist

PROGRAMME OUTCOMES:

- Define a meeting and differentiate between different types of meetings
- Identify what constitutes a valid meeting
- Explain the roles and responsibilities of the secretary and chairperson
- Discuss the objectives of meetings
- Compile notices and agendas of meetings
- Understand meeting protocol by explaining the concepts: *motion, point of order, debate, amendment, voting and resolution*
- Differentiate between different types of minutes
- Use effective listening skills necessary for taking minutes
- Take accurate minutes
- Use a specific style and format in transcribing minutes of meetings
- Circulate minutes for approval / adoption