

Writing Minutes of Meetings

Writing meeting minutes presents a great challenge to the author – concentrating during highly detailed conversations, capturing the right level of detail during the meeting and writing it up in a useful way for the attendees post meeting. Meeting minutes are powerful as they can become official records for the organisation and personally, can be a testimony to the writer's competence.

This program presents many useful tips and templates to help write accurate, organised and purposeful minutes quickly and confidently.

Duration

- Half-day face-to-face or
- 1x 3.5 hours live virtual training

Audience

This program is suited for any team member who is required to take the minutes for a meeting. It will focus on real examples and templates prepared within the organisation.

Outcomes

Learn how to:

- Differentiate between good and poor minutes
- Use meeting documents to ensure the best outcomes
- Prepare for a meeting
- Take notes within the meeting using a variety of methods
- Work with the chairperson throughout the meeting
- Identify appropriate information from the meeting notes to insert into the minutes
- Compose concise and grammatically correct sentences with the reader in mind
- Use formatting techniques to enable quick comprehension
- Eliminate unnecessary words from the minutes.

Minute Writing group training - using your documents

Where relevant, we will use your organisation's internal formats, templates and style guide.

We will also use anonymised examples of participants' writing in the workshop. With this material the facilitator:

- Assesses their writing ability
- Gains a thorough understanding of the written work they prepare
- Extracts examples for use as training material within the program.

Ask us how we apply this to your organisation.

We deliver our tailored business writing courses across Australia and abroad.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au or start a 'chat' on our website icml.com.au/.

Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

Tailored group training – in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team. Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

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