

Minute Taking

A half day course delivered by Charles Darwin University.

COURSE INFORMATION

Minute taking is a specific process that requires an understanding of the protocols of the meeting and the minute requirements. This course will cover the most common protocols surrounding minute taking and meetings in general.

This course is designed for people who are new to minute taking or who want to improve their minute taking skills.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- Understanding the purpose of meetings and the roles of meeting participant
- Identify and apply key principles of effective minute taking

COURSE CONTENT

This course covers the following areas:

- Purpose of meetings
- Formal positions and meeting terms
- Elements of minutes Including:
 - Minutes cycle
 - Agenda
 - Preparation
 - Taking minutes
 - Drafting minutes
 - 10 key principles

FOR MORE INFORMATION CONTACT

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