Taking and Writing Effective Minutes

A 1 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

COURSE INFORMATION
Effective minute taking is vital to an efficient organisation. Competent minute taking can transform team effectiveness. Minutes are key organisational documents which provide a record of decisions made by teams, committees and boards. Effective minutes capture the actions that flow from decisions as well as who is responsible for completing those actions. This one day course provides a thorough introduction to minute taking and equips participants with the knowledge and skills needed to write professional minutes.

LEARNING OUTCOMES
Participants who complete this course should be able to:
- Understand the function and role of minutes
- Identify the role of the minute taker before, during and after the meeting
- Take clear and accurate minutes
- Develop strategies to deal with jargon and technical language
- Develop the skills of listening and summarising
- Work effectively with the Chair

COURSE CONTENT
This course covers the following areas:
- The roles and skills of an effective minute taker
- Different types of minutes - both informal and formal
- What minutes should include and what should be left out
- The language and grammar of minutes
- Listening and summarising
- Production and distribution of minutes within nominated timeframes
- The Chair’s role and expectations
- Practical minute taking exercises

FOR MORE INFORMATION CONTACT
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