



Australian  
Institute of  
Management

CDU Short Courses

# WRITING EFFECTIVE MINUTES

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

This course provides practical tools and techniques for ensuring that meeting minutes provide a record of decisions made by teams, work groups and committees. This one-day course provides a thorough introduction to minute taking and the skills you need to write professional minutes.

**THIS COURSE IS RIGHT FOR YOU:**

If you take minutes as part of your role either in occasional team meetings or regular formal meetings.

**YOUR EMPLOYER WILL BENEFIT BECAUSE:**

You will capture decisions and actions from meetings will be captured accurately and succinctly leading to action, increased productivity and clarity.

**LEARNING OUTCOMES:**

- Understand the function and role of minutes and the minute taker
- 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

**FOR MORE INFORMATION CONTACT**

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