The Minute-Taker's Workshop

Overview

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. And meetings are costly, even if they are held in a company boardroom. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: An assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if the minutes of a meeting are not accurate, the meeting may just as well not have taken place. If people can't remember or agree on what actually occurred at a meeting, how can the group effectively accomplish its objectives? This one-day workshop helps minute-takers understand their role and the best techniques for producing minutes that include all the essential information needed.

Learning Objectives

At the conclusion of this workshop, participants will:

- Recognize the importance of minute-taking and be able to use them to their advantage.
- Be able to remedy many of the complaints that beset minute-takers.
- Be able to write minutes that are suitable for formal meetings, semi-formal meetings and action minutes.
- Develop the essential skills of an effective minute-taker.

Pre-assignment

Participants are asked to bring along a copy of minutes from their latest meeting (non-confidential) to critique and compare.

Outline

- Introductions, objectives and agenda
- Discussion of pre-assignment
- The Role of a Minute-Taker
  - Handling common problems you experience
  - Developing a meeting agreement
- Minutes for Formal Meetings
  - The need for good minutes
  - Organizing formal minutes
    - Headings
    - Motions
- Minutes for Informal Meetings
  - Semiformal minutes
  - Action minutes
- Techniques for Preparing Minutes
  - Before the meeting
  - At the meeting
  - After the meeting
- The Minute Book
- Bylaws and Procedures
- Computers: The Latest Tool
  - Advantages and disadvantages
  - Electronic meetings

The Minute-Taker's Workshop

- Taking Minutes in an Interactive Meeting
- A Final Word
    - Listening skills
    - Behind the scenes
    - Hidden variables
    - Your image
- Review and Evaluations