

Minute Takers Workshop

Improve your minute taking preparation and skills

Synopsis

This one-day training course is designed to provide the basic tools required to take minutes during a meeting including how to prepare accurate minutes and make them available to attendees; ensure they are adopted and that they are kept in accordance with the appropriate legislation and policies.

Course Topics

- Workshop objectives
 - To take accurate minutes of meetings

- The meeting space
 - The essentials
 - Choices available
 - What to consider
 - The role of the minute taker
 - The role of the chair
 - Attendees
 - Formal vs informal meetings
 - The agenda
 - Meeting roles and responsibilities
 - What are minutes?
 - Taking minutes – what do I record?
 - Creating an Action List

A Minutes' template will be provided for publicly scheduled courses. For in-house training, councils may provide council's Minutes' template.

Course Details

- Delivery: Inhouse or Virtual delivery
- Structure: Interactive Workshop
- Time: 1-day
- Class Size: Max 15
- Cost: On request

About the Trainer



Donna Neilson brings three decades of working in Local Government to Peak. With a background in law and many years as a councillor, she has an in-depth knowledge of the legislation and workings of councils.

As a former executive of numerous Boards, Donna has a wealth of experience in governance and uses a down to earth approach to help students understand their responsibilities.