

Minute Taking TRAINING

"Minute taking is still an essential skill and is proven to make meetings more outcomes focused."



ACCURATE MINUTES PROMOTE ACTION

Minutes, also known as protocols are the instant written record of a meeting. They typically describe the events of the meeting, starting with a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues.

Accurate minutes can be worth their weight in gold as they provide clarity and a tangible record of an intangible event. Minute taking is still an essential skill and is proven to make meetings more outcomes focused.

New York City was transformed by mayor Rudy Giuliani from detailed minutes of his weekly meetings. If you attended his meetings and hadn't followed through with the action plans from the previous week, then you'd better have a good reason. That's an example of the power of minute taking.

KEY LEARNING OUTCOMES

At the conclusion of this course participants will be able to:

- Write accurate minutes
- Clarify the purpose of meetings and the desired outcomes
- Critique styles of minutes
- Clarify the terminology
- Determine how much detail is needed
- Structure the formats and content of the agenda
- Plan before taking minutes
- Determine who is responsible for what?
- Work with the Chair to get buy-in for your minute taking
- Practice listening skills
- Convert notes into minutes
- Revisit your draft minutes
- Compose a clear summary and action plans

NUTS AND BOLTS

Guidelines

- **Group Size:** An ideal group size is 4-10 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your office. Alternatively, we can provide a venue at a small additional cost.

Look at what you receive within 24 hours at no cost:

- **a program outline**
- **a list of a proposed facilitator**
- **program cost**
- **possible dates (if requested)**

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Minute Taking Skills Training Manual

Yi-Tong Ma



Minute Taking Skills Training Manual:

The Top Books of the Year Minute Taking Skills Training Manual The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Minute Taking Skills Training Manual : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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