



المركز العالمي للتدريب والتطوير  
International Centre For Training & Development



# MINUTES TAKING



INTERNATIONAL ASSOCIATION FOR  
HEALTH AND OCCUPATIONAL  
SAFETY AND THE ENVIRONMENT



## Course Introduction:

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Across an entire organization, many meetings from informal to formal are taking place every day. Are accurate records of key business decisions being recorded? Who were the key decision makers? Does anyone know what happened in the meeting and what decisions were made and carried and ideas discussed and motioned? Are your business units effectively implementing decisions made after the meeting? This training course will enable you to understand the important role of a minute-taker as well as efficiently recording all the important information discussed.

## Course Objectives:

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- Recognize the importance of minute-taking.
- Develop key minute-taking skills, including listening skills, critical thinking and organization.
- Learn to deal with many of the complaints that affect minute-takers.
- Be able to write minutes in all settings including; formal meetings, semiformal meetings, and action minutes.
- Learn to efficiently take minutes in any type of meeting. Know how to effectively prepare and publish minutes.

## Who Should Attend?

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- Administrative staff and assistants
- Recording Secretary
- Administrative Assistant

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## Course Outline:

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### The Role of a Minute Taker

- Discuss The Role of a Minute Taker
- Explore common problems and solutions in small groups

### The Skills of a Minute Taker

- An ability to listen
- Critical thinking skills
- Good organization techniques

### Meeting Agreements

- Discuss meeting agreements
- Three templates to take away and customize

## Minutes Styles

- Formal meeting style
- Informal meeting style
- Action meeting style
- What Do I Record?
- Participants will learn what to record during a meeting

## Techniques for Preparing Minutes

- Tools for creating minutes
- Organization methods
- Techniques for writing drafts
- Proofreading tips

## Taking Minutes in an Interactive Meeting

- Learn how their role as a minute-taker will be different in an interactive meeting

## The Minute Book

- Participants will learn how to build and maintain a minute book

## Course Methodology:

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**A variety of methodologies will be used during the course that includes:**

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

## Course Fees:

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**To be advice as per course location.** This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Certificate:

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**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

## Course Timings:

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### Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

