



UNIVERSITY OF
KWAZULU-NATAL™
INYUVESI
YAKWAZULU-NATALI

**EXTENDED
LEARNING**

Effective Minute Taking



Durban

OUR WORLD IS CHANGING... SHOULDN'T YOU?



Effective Minute Taking

Key focus areas:

Understanding the role of meetings:

- What should a meeting consist of and what it should achieve
- Special types of meetings and the role of the secretary in the meeting
- Familiarising yourself with the language of meetings

Organising an Effective and Productive Meeting:

- Sending out the Notice of a Meeting
- Suggestions for more productive meetings
- Checklist of arrangements that need to be made
- What you should take with you and where you should sit

Preparing a Working Agenda:

- The Objective of an Agenda
- Standard sections that need to be included
- Headings and attachments that get people to think and prepare for the topic
- Clearing the agenda prior to sending it out
- Utilising agenda formats available in MS Word

The Procedure during a Meeting:

- Check attendance, read previous minutes, motions, discussions and agenda points
- Call in guests or specialists, brain storming and idea generation, voting and decision making, summarising and setting future dates

Identifying the Type of Minutes you are expected to take:

- Verbatim Minutes (word-for-word)
- Resolution Minutes (formal type meetings)
- Narrative Minutes (telling the story of the meeting)
- Action Minutes (for working groups etc.)
- Meeting Terminology
- How to record votes

Programme fee:

The programme fee of R2450 (incl. VAT) covers tuition and instruction material

Duration:

1 Day

Dates:

For updated course dates, please contact us or see our website: www.ukznextendedlearning.com

Facilitators include:



Sibusiso Kunene

Sibusiso is an MBA scholar and Senior Executive with over 16 years of progressive experience within local government sector, with specific expertise in Education, Training and Skills Development, Municipal Administration and Management, local government legislative framework, Office Administration

etc. He has proven performance in linking workplace skills planning processes to the IDP and corporate vision for the delivery of desired results and utilisation of people, process and technology. Sibusiso is a strong motivator and team player with effective leadership, communication, decision making, problem solving and interpersonal skills, together with a corporate focus and a results-driven attitude.



UKZN Extended Learning (UEL) is committed to enrichment through lifelong learning, by providing high quality credit and non-credit bearing short courses and academic programmes in collaboration with schools and colleges of the University of KwaZulu-Natal. In a fast-changing environment, developing relevant and useful skills and knowledge, and the capacity to deliver results, is more important than ever. Our courses are designed using the very best methods by combining content, based on both tried and tested results, and recent cutting edge research, with interactive experiential teaching and learning from local and international faculty and guest speakers.

Contact:

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