



Effective Minute taking

7 September 2017

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 R2 450 (incl. VAT) covers tuition and instruction material

Duration:

1 Day