



MINUTE TAKING FOR MEETINGS (1 DAY)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Plan and Prepare Meeting Communications
Unit Standard ID:	13934
NQF Level:	3
Credit Value:	4

INTRODUCTION

The **Minute Taking for Meetings** workshop has been developed to prepare office professionals with the skills they need to be effective in running meetings and keeping accurate minutes.

REFERENCES

“Everything was perfect” ~ Cebisile Zikalala (SEDA)

Excellent facilitator – the workshop was useful and I have learnt a lot.” ~ Johanna Morulane (Department of Justice)

“Excellent course and presenter. It exceeded my expectations.” ~ Lena Dreyer (Vaal University of Technology)

“I had a wonderful experience and learnt a lot. The facilitator is excellent in what she does. Keep it up!” ~ Mandisa Zondi (NBCRFI)

“The workshop was great and I personally acquired a lot of skills in minute taking” ~ Nomthandazo Shabangu (UNISA)

“I thoroughly enjoyed the course and learnt a lot of valuable tools” ~ Tanja Lendowshy (Golder Associates)

WHAT THIS COURSE CAN DO FOR YOU...

- The purpose and objectives of minutes
- Identifying different types of minutes
- Planning and preparing communications prior to meetings
- Producing a well-constructed agenda in the correct time frame.
- Optimising resources
- Preparing correct and sufficient equipment required to take minutes
- Understand the importance of accurate recording and producing of concise minutes that reflect proceedings.
- Distributing minutes to the correct list, different methods of distribution and the importance of keeping to a timeframe

TARGET AUDIENCE

The workshop is aimed at office professionals who are responsible for meeting notification, agendas, procedures and minute taking.

COURSE CONTENT

An Introduction to Meeting Matters

- Analysing the objectives of a meeting
- Understanding the legalities of meetings
- Types of meetings
- Standard meeting terminology
- Correct notice of meeting

Agendas

- The objective of an agenda
- Preparation responsibility
- The importance of logical and systematic order
- Producing an agenda in the required format and time frame
- The source of agenda matters
- Rules for agendas
- Agenda examples

Meeting Procedure

- Committee officials and their roles
- The duties of the meetings secretary
- Valid meetings and procedures
- Meeting check list

The Purpose of Minutes of Meetings

- The importance of accurate recording of minutes
- Different types of minutes
- Do's and Don'ts for minutes
- Minute books and security

Preparing to Take Minutes

- Resources and skills required for good minute taking
- Items to be included in minutes of meetings
- The characteristics of good minutes
- Distribution of minutes

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff’s excellent performance to peak performance.

For further details contact:

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