



VIRTUAL INSTRUCTOR-LED TRAINING MINUTE TAKING FOR MEETINGS (2 x 3 HOUR SESSIONS)

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

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

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.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

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