

# Become a minute taking ninja.

Minute taking is an important task and critical to good governance. In this workshop, you'll be trained to take and write up minutes accurately and efficiently, so you can be confident you're doing the job as it's meant to be done.

Minute Taking is for anyone who's new to this task or would like to sharpen their skills. We'll train you in:



- Planning before the meeting
- What to record and what to leave out
- Transcribing from your meeting notes
- The basics of clear writing
- Filing minutes for future reference
- Minute taking at AGMs

All our courses come with a no questions asked, 30 day money back guarantee.

## Customised training

We keep participant numbers low in each course. That means there's plenty of time for people to ask questions specific to their own situation. In our experience, that makes a big difference to the value people get from the training.

## Your trainer

Minute Taking is led by Marguerite Durling. Formerly Assistant Branch Manager of Diabetes NZ - Auckland, Marguerite is currently a member of the Auckland Museum Institute Council. She's smart, wickedly funny, and also one of the few people on the planet who's a master of shorthand. We're totally in awe of her!



## Details

Minute Taking is a live workshop conducted by webinar. You'll need an internet connected computer to take part, and we also recommend your computer has a speaker and microphone. If it doesn't, you'll need access to a phone line for the audio portion of the workshop.

**Class sizes:** Small. Rarely more than five people

**Time:** 3 hours

**Course fee:** \$325 + GST

Visit [www.departmentofwriting.co.nz/minute-taking](http://www.departmentofwriting.co.nz/minute-taking) for dates and registration details.

# Minute Taking Syllabus

## INTRODUCTION

- Setting the scene, getting to know what you need from the training.

## WHO'S WHO AND WHAT THEY DO

- Governance vs management: the responsibilities and functions of a board or committee compared with those of a management team.
- Exceptions to the rule: when the roles of the governance and management teams might overlap or intermingle.
- The role of individual board members – the Chair, Deputy Chair, Treasurer, Subcommittee and Secretary.

## THE ESSENTIALS OF MINUTE TAKING

- Why take minutes? The three key reasons.
- The minute taker's role.
- Do's and don'ts of minute taking. Includes the eight core competencies needed.
- Hot tips from one who knows! Or "How to get through it in one piece".
- Practice session.

## GETTING READY

- What to do before the meeting and when to do it.
- What to record and what not to. Includes how to record motions and their outcomes.

## AFTER

- How to transcribe your notes.
- Circulating the completed minutes.

## QUESTION TIME

- An open forum for you to get answers to any questions not addressed so far. We allow plenty of time for this section so that everyone can get what they need.



**For more information or to arrange your Minute Taking Workshop:**

Call us on 09 951 9691

Email: [info@departmentofwriting.co.nz](mailto:info@departmentofwriting.co.nz)

Web: [www.departmentofwriting.co.nz/minute-taking](http://www.departmentofwriting.co.nz/minute-taking)