



Course: Successful Minute Writing and Note Taking

Course Overview:

Taking minutes at meetings is a responsible support role and it is important that minutes are recorded accurately. In this course participants will learn about the different types of meetings, the records that are needed to meet legal requirements and the different procedures involved. They will also have the opportunity to develop the skills involved in producing minutes of meetings. There are specific procedures that have to be followed before, during and after meetings, including accurate note taking, summarising discussions, using listening skills, recording clear actions and collating all the information in order to prepare the final minutes. It is also important to maintain confidentiality of meetings, discussions and actions. You will be able to put this knowledge and understanding into action by taking on the role of a minute taker to produce minutes of meeting.

Learning Outcomes	Assessment Criteria
Understand how to take minutes of meetings	<ul style="list-style-type: none"> ▪ Explain the purpose of different types of minutes and other meeting records ▪ Explain the legal requirements of formal minutes ▪ Describe organisational conventions for producing minutes ▪ Describe the responsibilities of the minute taker in a meeting ▪ Explain why it is important to maintain confidentiality of meetings, discussions and actions ▪ Explain why it is necessary to record who proposed and seconded suggestions and changes
Be able to take notes of meetings	<ul style="list-style-type: none"> ▪ Take accurate notes of the attendance, proceedings, areas of discussion and agreed actions of meetings ▪ Record allocated responsibilities for agreed actions
Be able to produce minutes for different kinds of meetings	<ul style="list-style-type: none"> ▪ Structure notes for meetings of various levels ▪ Transcribe notes accurately into meeting minutes using correct language, grammar, punctuation and sentence structure and in the agreed style ▪ Include agreed attachments or appendices ▪ Obtain approval for the final documents ▪ Distribute minutes to the agreed distribution list ▪ Maintain the requirements of confidentiality

Delivery Method: Face-to-face

Assessment: The primary source of evidence for demonstrating achievement of learning outcome is a combination of examination of the learner's work products and witness testimony.

Tuition: J\$23, 000.00

Duration: 2 Days

Registration Fee: J\$1000.00

Start Date: See calendar for dates: www.captech.edu.jm/calendar.php

For registration and payment details visit: <http://captech.edu.jm/apply.php>