

Minutes & agendas made easy

Full Day



Effective minutes and agendas can greatly improve the effectiveness of a meeting. This enjoyable course is packed with examples, exercises and video case studies.

Before the meeting

- What are the responsibilities of the chairperson, minute-taker and participants?
- What must go in the agenda?
- Keeping the agenda concise but still helpful to participants
- The standard elements of an agenda - what can be prepared in advance?
- Agreeing procedures and protocols with the chairperson

During the meeting

- Simple structures for recording essential information
- Listening: how to stay focused
- Summarising discussions quickly and accurately
- The rules for recording formal motions and amendments
- The 3 steps for confidently and politely confirming details during the meeting

After the meeting

- Clarifying words and phrases with people at the meeting
- When should the minutes be written?
- Who can make changes to the minutes before they are circulated?
- Who approves the minutes?

What is plain English?

- Using everyday terms for everyday ideas
- Ensuring the minutes accurately reflect what was said at the meeting

Writing clear and concise minutes

- Who will read the minutes?
- Choosing the right structure
- Structuring sentences in the *active* voice instead of the *passive*
- Converting *nominalizations* back into *vigorous* verbs
- Editing to eliminate unnecessary formality and padding
- Presenting the minutes clearly and professionally



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