

## **Effective Minute Taking**

This program is designed to increase participant's skills around minute taking and assist with follow- through and circulation of minutes.

### **Program Content:**

#### **Introduction**

- Objectives

#### **Planning Effective Meetings**

- Identify the Purpose
- Preparing the Agenda

#### **Minute Taking Preparation**

#### **During the Meeting**

- Taking Minutes
- Minute Taking Template
- Listening and Interpreting
- Developing the Skill

#### **After the Meeting**

- Preparing the Final Minutes
- Distributing Minutes
- Managing Action Items
- Follow - Up