

# Minute Taking

All courses can be virtual or face to face

## Sample Content Includes:

- The Role Of a Minute Taker
- Skills and Attributes of a Minute Taker
- Meeting Arrangements and Terms of Reference
- Minutes Styles
- Recording Motions and Resolutions
- Techniques for Preparing Minutes
- Writing and Editing Minutes
- Taking Minutes In a Meeting
- Filing / Storage / Retrieval
- Developing Minute Taking Skills
- Listening Skills



**Contact us for a full course outline.**