

The Art of Minute Taking

Course Outline

- Recognise the common challenges involved in minute taking
- Identify the requirements of effective meetings
- Identify tools available to record minutes
- Identify different types of minute templates and minute styles and at what meetings to use them
- Use an action points list effectively
- Write effective minutes (includes practical exercises)
 - Use three proven techniques to make minute taking easier
 - Determine what needs to be recorded

About Your Presenter

Robyn Bennett

Often referred to as the Minute Taking Queen, Robyn Bennett has a wealth of experience in minute taking. This experience has been gained from a number of years working as an executive assistant taking minutes at the senior management level of organisations. She also ran a secretarial business for five years that predominately focused on contract minute taking. This involved taking minutes at over 10 meetings a month and anywhere from a one-hour informal meeting to a three-day formal Board meeting.

Robyn has conducted over 500 minute taking courses for 1,000 plus individuals over the last ten years. She has developed systems and processes around the best way to write minutes and is passionate about sharing these with others who strive to be excellent minute takers.



Course Information

Christchurch: Mon 27 July 2015
Time: 9:00am - 12 noon
Venue: CES

Wellington: Wed 5 August 2015
Time: 9:00am - 12 noon
Venue: Westpac Stadium

Auckland: Wed 12 August 2015
Time: 9:00am - 12 noon
Venue: Waipuna Conference Centre

Cost: \$140.00 +GST per person

— Tea coffee from 9:00 —



YES! We would like to attend The Art of Minute Taking

(Please use a separate registration form for each enrolment, photocopies are welcome).

Location (please tick):

Name:

☐ Christchurch

School:

☐ Wellington

Phone: Email:

☐ Auckland

Please send us an invoice for the total of \$

Or find a cheque enclosed for \$

To register: Email wayne@cessl.org.nz Call free 0800 205 267

Fax free 0800 205 762

Post Free PO Box 414, Christchurch

Online at www.cessl.org.nz

Click SEMINARS & CONFERENCES then ...Online Registration

Cancellation: A full refund will be provided if notice is given in writing to CES (letter: PO Box 414, Christchurch 8140; fax: 0800 205 762; email: wayne@cessl.org.nz) within 7 days of the event. Substitute participant welcome. If you have registered, but do not attend the course and have not advised CES in writing before the start date, the full fee will apply. If for reasons beyond the control of CES the event is cancelled, registrations will be refunded after deduction of expenses already incurred. CES reserves the right to make changes to the programme.