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# Masterclass on Writing Minutes of Meetings

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9:00 am to 5:00 pm, Tuesday, October 23, 2018

Manila Marriott Hotel, Pasay City, Philippines

## Course Outline

### Module One: Introduction

This module provides an overview of minute taking and introduces you to the fundamentals that all minute-takers should know. It explains what minute taking is, its importance, and what your role as minute-taker entails.

- What is minute taking?
- Why is minute taking important?
- The minute-taker
- The minute-taker's role
- The chairperson and other participants

### Module Two: Preparation

This module looks at the preparatory stage of the minute taking process. We will explain the importance of producing agendas and templates, researching agenda items, procuring appropriate equipment for use during the meeting, taking certain documents to the meeting, and coordination with other persons responsible for the meeting.

#### Part 1 - documentation

- The agenda vs. the by-laws, business practice
- Preparing an agenda
- Agenda items for prior action
- Preparing templates
- Coordination - assistants, managers, others

#### Morning coffee break & networking

#### Part 2 - physical set-up

- Preparing the meeting room
- What equipment will I need?
- Anything I should avoid using?
- Arranging for other (special) equipment

#### Lunch break

#### Shake, rattle & roll [Keeping people awake with some exercises]

### Module Three: At the Meeting

This module provides a comprehensive guide to taking notes effectively during a meeting. We will walk you through what your notes should include, what information you should focus on, and how to assist in maintaining focus on the agenda.

## **Part 1 - Skills & etiquette**

### **Part 2 - The Meeting Itself**

- Joining the meeting
- Styles in taking minutes
- Recording motions/resolutions
- What next: action points
- Should I ask questions?
- Maintaining focus on the agenda

### **Afternoon break & networking**

#### **Module Four: After the Meeting**

This module will teach you how to best write the official Minutes once you have made notes on key details. We will discuss writing style options, must-include items, and what to do once you complete the Minutes.

- Actually writing the minutes - when, what, how
- Minute styles
- Approved items, action points, timetables
- Some standard provisions, useful terms
- The finished minutes - what to do next

#### **Module Five: Interactive session/ workshop**

### **Summary of session & take-aways**

**Center for Global Best Practices**

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