



Meeting Minute Taking

**BASED ON A SAQA registered qualification
for Administrative Professionals in all
Services Sectors
SAQA ID: 13934 NQF Level 3, 4 Credits
7 CPS Points**

Meeting Minute Taking

[CLICK HERE FOR FULL COURSE OUTLINE](#)

This practical Three-day course offers a step-by-step guide through the process of preparing for meetings, active listening and accurate note taking to producing the perfect minutes.

COURSE OBJECTIVES

- Work productively with the chair and colleagues in agenda and meeting preparation.
- Forge a positive relationship between the minute taker and chair of the meeting.
- Identify possible obstacles to effective listening, and enhance your concentration skills.
- Learn essential note-taking techniques.
- Quickly identify relevant key points at meetings and discard “noise”.
- Produce professional, concise and accurate minutes with confidence.
- Demonstrate an understanding for important, accurate and informative minutes.

Agenda and Meeting Preparation

- Setting goals with the chair.
- The benefits of an effective agenda.
- Planning and preparation skills.
- Keeping a record
- The importance of accurate notes.
- Managing successful meetings.
- Targeting the recipient.
- Critical Listening Skills
- Staying alert and focused.
- Overcoming barriers to listening.
- Developing positive listening skills.



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