

Lynn Page & Associates

We develop people, processes, programmes & learning solutions

Minute Reporting USID 13934 | Credits 4 | NQF Level 3

Duration: 2 days

The workshop looks at meetings and minutes on four levels as well as basic writing practices.

- ▶ Establishing the validity of the meeting – members and others present, apologies, absence, quorum (if applicable), Welcome by Chairperson who creates the direction and purpose of the meeting
- ▶ Closing off previous minutes and creating link into current meeting. Matters arising are dealt with, previous minutes are confirmed and signed off by the Chairperson subject to any corrections, changes recorded under matters arising
- ▶ Addressing current business as per Agenda with items discussed, documents tabled, actions agreed, decisions made, resolutions passed, etc.
- ▶ Writing of minutes taken during a simulated meeting.
- ▶ Language, sentence structure and tenses used within minute reporting.
- ▶ Learners are provided with a toolbox of “minute reporting words”.

Course Content

- ▶ Organise and conduct a meeting with all relevant parties
- ▶ Prepare notice, agenda and minutes.
- ▶ Practical work and guidelines to writing effective minutes

Learners will be able to...

- ▶ Demonstrate an understanding of the purpose of notices of meetings, agendas and minutes
- ▶ Understand the roles of the Chairperson, Secretary, Member
- ▶ Draw up a Notice of Meeting and Agenda
- ▶ Understand the benefit of the Chairperson’s Agenda
- ▶ Define the purpose of the meeting - feedback, informative, topic specific, formal / statutory meeting
- ▶ Explain the purpose and objective of minutes of meetings
- ▶ Take minutes of meetings and produce in proper minute format with action plans
- ▶ Use the Minute words tool box to produce professional Minutes



Please note: Portfolio of Evidence is charged separately to the course price

C: 082 654 9834

W: lpasolutions.co.za E: info@lpasolutions.co.za

The B&E Conference and Business Centre, Port Elizabeth
PO Box 27354, Greenacres, Port Elizabeth, 6057
T: 041 404 2407/00 F: 086 775 4337