

## MINUTE TAKING WORKSHOP

*“Master the skills needed to capture accurate and concise meeting minutes”*

### Schedule

Date	Venue	Fees (Online)
30 Jul 2026	Online	USD 450 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

Effective minute taking is a crucial skill for ensuring clear communication and accurate documentation during meetings. This 1-day online workshop is designed to teach participants how to efficiently record meeting minutes, capture key points, and prepare concise, actionable summaries. Participants will learn techniques to stay focused, streamline the minute-taking process, and avoid common pitfalls.

Through a combination of theory and practical exercises, participants will be equipped with the skills necessary to take minutes that are clear, concise, and professional.

### Objectives

**By the end of this course, participants will be able to:**

- Understand the essential elements of effective meeting minutes.
- Accurately capture key decisions, actions, and responsibilities during meetings.
- Organize and structure minutes for clarity and ease of understanding.
- Use shorthand techniques to speed up note-taking without losing important details.
- Ensure that minutes are delivered promptly and professionally.

## Why Attend

- Learn how to take accurate, concise, and effective meeting minutes.
- Improve your ability to capture critical decisions and actions during meetings.
- Gain confidence in organizing and formatting meeting minutes for professional use.
- Enhance your written communication skills for more impactful documentation.
- Save time and effort by streamlining the minute-taking process.

## Target Audience

### This program is designed for:

- Administrative assistants and secretaries responsible for taking minutes during meetings.
- Managers, team leaders, and anyone tasked with recording meeting notes.
- Individuals looking to improve their minute-taking skills for career development.
- Professionals who want to ensure that meeting records are clear, actionable, and well-organized.

## Individual Benefits

### Key competencies that will be developed include:

- Enhanced ability to take accurate and concise meeting minutes.
- Improved organizational skills in documenting decisions and actions.
- Greater confidence in producing professional meeting records.
- Increased efficiency in note-taking and summarizing meetings.
- A better understanding of the best practices for meeting documentation.

## Organizational Benefits

### Upon completing the training course, participants will demonstrate:

- More accurate and structured meeting minutes, leading to improved communication.
- A consistent format for minutes that is easier to understand and act upon.
- Enhanced professionalism in meeting documentation across teams.
- Greater efficiency in tracking and following up on meeting decisions and actions.
- Improved overall productivity as a result of clear and actionable meeting records.

## Instructional Methodology

### The course follows a blended learning approach combining theory with practice:

- **Strategy Briefings** - Understanding the principles of effective minute-taking.
- **Case Studies** - Analyzing examples of well-written and poorly written meeting minutes.
- **Workshops** - Practical exercises to take minutes from live meetings and discussions.
- **Peer Exchange** - Sharing tips and techniques for capturing key details in meetings.
- **Tools** - Templates and checklists to guide minute-taking and ensure accuracy

## Course Outline

**Training Hours:** 9:00 AM – 4:00 PM **Format:** 3 Learning Modules | Breaks: 11:00 & 2:00

### Day 1: Minute Taking Skills

- **Module 1: Introduction to Minute Taking (09:00 - 11:00)**
  - Key principles of effective minute-taking.
  - Understanding the structure and components of meeting minutes.
  - The role of the minute taker in meetings.
- **Module 2: Techniques for Accurate Note-Taking (11:15 - 1:15)**
  - Shorthand and abbreviations for faster note-taking.
  - Organizing meeting notes to capture key points and actions.
  - Recording decisions and responsibilities clearly.
- **Module 3: Writing and Formatting Meeting Minutes (2:00 - 4:00)**
  - Structuring minutes for clarity and ease of use.
  - How to summarize meetings effectively without losing important details.
  - Ensuring minutes are professional and ready for distribution.

## Certification

Participants will receive a **Certificate of Completion in Minute Taking**, validating their enhanced skills in capturing and documenting meeting minutes accurately and professionally.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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