MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

MINUTES TAKING SKILLS

"Capture, Clarify, and Communicate Key Decisions with Professional Accuracy."

Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Accurate minute-taking is a vital skill for ensuring that meetings are productive and that key decisions, actions, and responsibilities are clearly recorded and communicated. This course equips participants with practical techniques to prepare for meetings, take clear and concise notes, and produce professional minutes that add value to organizational decision-making. Participants will gain confidence and competence in managing the minute-taking process from start to finish, ensuring clarity, accountability, and follow-through.

Objectives

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

- Understand the purpose and importance of accurate meeting minutes.
- Prepare effectively before, during, and after meetings.
- Develop a structured and efficient approach to note-taking.
- Identify and record key points, actions, and decisions accurately.
- Use templates and formats suitable for different types of meetings.
- Produce professional, concise, and readable minutes.
- Enhance collaboration and communication through effective documentation.

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Why Attend

Minute-taking is often underestimated yet critically important. Poorly documented meetings lead to confusion, missed deadlines, and accountability issues. Attending this workshop will help you become a reliable and efficient minute-taker who ensures clarity and structure in your organization’s communication and follow-up processes. You’ll learn professional standards and best practices that elevate your credibility and efficiency.

Target Audience

This course is designed for:

- Executive assistants and administrative professionals
- Office managers and coordinators
- Project managers and team leaders
- Committee secretaries
- Anyone responsible for recording and distributing meeting minutes

Individual Benefits

Participants will learn how to:

- Take notes confidently under pressure.
- Improve listening and summarizing skills.
- Organize and prioritize key information.
- Deliver professional meeting documentation efficiently.
- Gain recognition for reliability and attention to detail.

Organizational Benefits

Organizations will benefit from:

- Accurate and consistent meeting documentation.
- Improved accountability and follow-up on action items.
- Enhanced communication and transparency.
- Reduced misunderstandings and duplication of effort.
- Better alignment between management decisions and operational actions.

Instructional Methodology

This course combines interactive instruction, role-playing, and practical exercises. Participants will work on real-life meeting scenarios, note-taking simulations, and minute-drafting exercises. Peer and trainer feedback ensure practical application of skills learned, with opportunities to practice different types of meeting formats and communication styles.

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Course Outline

Module 1: Understanding the Role of Minute-Taking

- Purpose and significance of meeting minutes
- The minute-taker's role and responsibilities
- Common challenges and how to overcome them

Module 2: Preparing Before the Meeting

- Understanding the meeting agenda
- Coordinating with the chairperson
- Setting up templates and note-taking formats

Module 3: Effective Note-Taking Techniques

- Active listening and identifying key points
- Distinguishing between discussion and decisions
- Structuring notes in real-time

Module 4: Writing and Formatting Minutes

- Writing clear, concise, and neutral minutes
- Standard templates and professional formats
- Editing and proofreading best practices

Module 5: Distributing and Following Up

- Reviewing and finalizing minutes
- Distributing minutes to the right stakeholders
- Ensuring accountability and tracking action items

Certification

Upon successful completion of the course, participants will be awarded a Certificate of Achievement in Minutes Taking Skills.

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:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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