

## How to Take Meeting Minutes

### *Taking Board Directors Meeting Minutes*

**Length:** 1/2 Day

**Summary:** Regardless of the nature of your organization, meetings are a very important part of the process. This course guides the office professional of any level through the many steps of arranging meetings, putting together agendas, taking notes or minutes, transcribing them in a professional format, and doing the necessary follow-up to be successful.

**What you will learn:**

- Example minutes and agendas
- How to develop your skills in note taking
- Becoming more confident in your role
- A checklist of what to do before, during and after the meeting
- Help with layout and writing skills
- Learn what to include in minutes
- Understand how to become a better listener
- How to work well with your board director

---

## COURSE CONTENT

**MEETINGS**

**PREPATION FOR A MEETING**

**ROLE AND SKILLS OF THE MINUTE TAKER**

**EXAMPLES OF MINUTES**

**MINUTE WRITING EXERCISE**

**CHECKLIST AND ACTION PLAN**