



MEETING & MINUTE MANAGEMENT

www.crestwoodcollege.com

OBJECTIVE

The aim of this two day program is to assist people to facilitate meetings to ensure that the team works with energy and commitment and draws off the skills of those who participate.



CRESTWOOD COLLEGE



Meeting & Minutes Management

Objectives

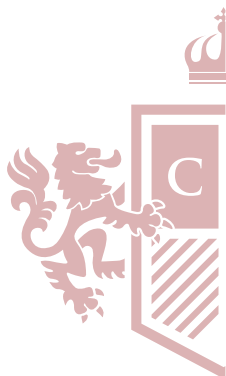
Meetings come in different forms and sizes, from the conventional to the informal huddle in the office hallway. The aim of this two day program is to assist people to facilitate meetings to ensure that the team works with energy and commitment and draws off the skills of those who participate. Key objectives include: preparing for a meeting; seeing meetings as a management tool; planning steps for effective meetings; techniques for handling disruptive behaviours; minute taking – process and content.

Duration

2 days

Course Outline

- The different types of meetings in an organization
- Preparing for productive meetings
- Checklist for successful meetings
- Examples of Agendas
- Your role as a group leader
- Expressing group feelings
- Making sure that ideas are valued
- Harmonizing in a meeting
- Writing up minutes
- Distribution of minutes and the way forward
- Process and content
- Rules of work
- Chairing a meeting
- Key behaviours of a chairperson



Course Content

Introduction

- Expectations
- Deepening Self- Awareness
- Types of Meetings
- The Best and Worst of Meetings
- Preparing For Meetings
- Checklist for Success
- Key Agenda Items
- Setting an Agenda
- Functions and Qualities of a Professional Minute Taker
- Writing Up the Minutes
- The Minute Writing Process
- Being a Professional
- Check List for Editing Your Work

