

HOW TO WRITE EFFECTIVE MEETING MINUTES

Gain the skills to record and prepare meeting minutes concisely and with purpose.

Content

- Why minutes matter.
- Pre-meeting preparation.
- Choosing the right template.
- Familiarising yourself with meeting jargon.
- What to do during the meeting.
- The benefits of active listening.
- How to ask for what you need.
- Preparation and distribution of the minutes.

Outcomes

- Write effective minutes that are clear and easy to action.
- Know what to include and leave out of minutes.
- Understand the purpose of minutes.

Who Should Attend

Anyone who is preparing or writing minutes.

Benefits to you and your organisation

Enhance the efficiency of meetings and followup by producing actionable meeting minutes. This will enable staff to stay informed and act productively.

Competency Framework

Entry Level Common/Core (AS01-AS02)
First Line Manager Common/Core (AS02-AS05)
Middle Manager Common/Core (AS05-AS08)

Facilitator

Sharon Ferrier

Contact

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Duration

Half day
9:00am-12:30pm
8:45am registration

Dates & Bookings

[Please refer here](#)

Location

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions

Workbook, morning tea and refreshments

Costs

Professional Members \$260
State Gov Members \$295
Corporate Members \$305
Non-Member \$325

