



# 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 follow-up 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

## Register

[www.sa.ipaa.org.au](http://www.sa.ipaa.org.au)

[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)

08 8212 7555

## Duration

1 half day

9:00am-12:30pm

8:45am registration

## Dates & Bookings

See [IPAA SA website](http://IPAA SA website)

## 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