

MINUTE TAKING SKILLS

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About the Programme

Course attendees will leave this course with the skills and knowledge to effectively record accurate and concise minutes during meetings, conferences, and other group settings.

This course seeks to develop the attendees' listening, note-taking, and organisational skills which will result in clear and comprehensive minutes being taken.



Course Topics Basic

- Introduction to minute taking
- Understanding meeting structure and processes
- Preparing for minute taking
- Active listening and note-taking
- Recording essential information
- Structuring minutes
- Clear and concise minute writing

Course Overview

Programme: Minute-Taking Skills

Audience: All

Duration: 1 Day

Delivery Methods: VILT / Classroom (face-to-face)

Pre-requisites: Basic English

Accreditation: On Request

Certificate: IDM Certificate of Completion

Programme Type: Public / In-company

Minimum Participants: Five (5)

Investment: R3500.00 excl. VAT



Contact Us

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