



Black & White™:
Writing Effective Minutes of Meeting

Course Objective

In this 2-day intensive programme, participants will acquire the skills to prepare and write minutes of meetings which are accurate and user-friendly.

Course Methodology

Sharing by the trainer takes up only 30% of total class time. The remaining class time will be utilized for individual and pair activities, coaching and group evaluation. Participants will typically do written exercises after each key module is expounded.

Course Syllabus

<i>Module 1</i> Preparing Yourself	Understanding the objective(s) of a meeting, reviewing the agenda, working with the Chairperson before and during a meeting, common mistakes and pitfalls
<i>Module 2</i> Note Taking	Listening actively for main points and actions, clarifying and confirming points professionally and confidently, differentiating between relevant and less relevant details
<i>Module 3</i> Using the Correct Format	Determining the best format based on the type of meeting (narrative or action minutes), accepted ways of labelling different sections of the minutes, using paragraphs effectively, using attachments appropriately
<i>Module 4</i> Using Correct Tenses	Portraying discussions accurately by using correct tenses, employing reported speech correctly
<i>Module 5</i> Using Precise Language	Using language effectively to make your minutes clear and accurate, being specific and focused when presenting your points, commonly used words and phrases
<i>Module 6</i> Finalizing the Minutes	Asking for feedback, further editing, approval & dissemination
<i>Module 7</i> Minutes Writing Simulation	Simulation of real meeting situations
<i>Module 8</i> Minutes Writing Simulation II	More simulation of real meeting situations