



THE UNIVERSITY OF  
SYDNEY

# Effective Minute Taking Course

*Centre for  
Continuing Education*



# Effective Minute Taking Course



This minute taking course is aimed at providing relevant and useful information to assist with the skill of minute taking. Everyday business functionality is geared around what happens in meetings. Whether in a large or small organisation, today's administrative staff, executive or personal assistant need to be precise, factual and prompt in delivering the minutes from meetings.



## Course duration

1 session, 4.5 hours total



## Time

9am – 1:30pm



## Format

Face-to-face  
or  
Online in real-time



## Dates

Browse available  
[course dates](#)

## Intended audience

Suitable for administrative staff, executive assistants and personal assistants of all levels who are looking to develop their minute taking skills. Also suitable for anyone who has completed the Executive Assistant's Course and wants to continue their professional development and hone their skills in minute taking.



## Upon completion

Every participant receives a University of Sydney certificate of completion.



## Learning outcomes

By the end of this course, you should be able to:

- develop a proactive mindset to taking minutes
- organise and prioritise your diary to successfully record/write up minutes
- utilise various methodologies in 'minute taking'
- develop the confidence to manage interactions in a meeting
- review and note 'action' items
- distribute minutes in a timely fashion.



## Content

- Organisational culture and expectations around minute taking
- Common difficulties associated with minute taking
- The skill of active listening
- Being aware of and referring to outcomes required from each meeting
- Assessing the dynamics of room set-up and positioning of attendees
- Review of various methodologies to record minutes from meetings
- Noting 'action items' accurately
- Ensuring accuracy and timeliness of minute taking





*“The course was very informative and interactive. It was also good to hear from other participants about their experiences.”*

**Rajshree Kannan**

*“A fantastic tutor who was engaging & entertaining throughout the class. The course provided strategies and structures which can easily be implemented in any workplace. Highly recommend the course.”*

**Rebecca Sum**



*“Great facilitator! Lots of energy and filled the course with useful tips and tricks from their own experience. The team activities are also a great way of networking - you never know who has a great idea you can transfer onto your own work.”*

**Louise Martins**



### **Delivery style**

Interactive workshop which includes discussions, group exercises, case studies and supportive learning.

### **Materials**

Course materials are provided electronically.

### **What you need to do before the course**

If possible, please bring along a copy of an agenda and meeting minutes you have completed and/or have access to.



### **Organisational training and development**

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF  
**SYDNEY**

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,  
*inspire leadership*

**For more information**

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