



THE UNIVERSITY OF
SYDNEY

Effective Minute Taking Course: Writing and Editing

*Centre for
Continuing Education*



Effective Minute Taking Course: Writing and Editing



Minute-taking is an essential way of documenting the decisions made during business meetings. Given that minutes are legal documents, they require a careful balance of stakeholder consensus, subject-matter expertise, and clarity on what each decision means for your organisation.

In this half-day foundational workshop, participants will gain an introduction to managing their minutes across the three distinct stages of minute-taking: planning, drafting and editing.

The content includes discussion of best practices in minute-taking, case studies, and participants' experiences, along with several hands-on exercises. These are designed to hone participants' skills in key areas such as active listening, and editing for clarity and conciseness.

The workshop also addresses various issues that can impact the clarity and consistency of minutes, often within the same organisation.



Course duration

1 session, 7 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

This foundational minute-taking course is aimed at all professionals in any sector who need a practical, clear introduction to minute-taking.

The course can be taken in conjunction with the [Effective Minute Taking Course](#), or as a standalone course.

Prerequisites

None. However, if you have some prior minute-taking experience, you can be more certain that you'll finish the workshop with your major questions answered.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course provides you with an overview of the three main stages of minute-taking. It also shares practical tips, techniques, and frameworks to use in each stage.



Outcomes

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

- know what best practice minutes look like
- plan the questions to ask and topics to clarify ahead of any meeting
- match each meeting discussion item to the meeting agenda
- practice people management techniques that will help keep discussions on track
- refresh your understanding of plain English techniques to use in minutes.



Content

Planning ahead

- Legal considerations of minutes
- What best practice looks like
- Different templates to consider
- The 3 stages of minute-taking

Drafting the minutes

- Typing vs. handwriting – the pros and cons of both
- Managing digressions and disagreements
- Techniques for active listening to help distil the key points
- Minute-taking practice for a 6-minute mock meeting

Editing for structure and style

- Sentence grammar refresh
- Tips for writing in plain English
- Effective list formatting
- Best practice punctuation and formatting



“Well structured, good pace and presenter communicated very well with all participants.”

Franco Fantin



Delivery Style

Interactive half-day workshop featuring a combination of pair, group and solo work. The facilitator will share best practice techniques in the areas of planning, listening, writing and editing, with various practical exercises where attendees can improve their skills. Participants will receive real time feedback on their work, both for the face-to-face and the online workshops.

Materials

Course materials, including a workbook, are provided electronically.



“Great facilitator and very well guided. Love how interactive it was. Some great takeaways.”

Danielle Eccles



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.

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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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