

# Writing Minutes of Meeting



- Learn how to be accurate, clear and succinct.
- Understand how much to take down during a meeting.



**Course Code: VTLOK1WMM**

Duration: 2 Days (14 Hours)

## Course Brief

Most of us may be asked to take minutes of meeting. This task can be very stressful, especially when you have not been trained to do so. As minutes serve as a record of the discussions, decisions and actions to be taken, you will need to be accurate, clear and succinct.

Very often minute-takers want to know how much to take down during a meeting and how to transcribe them into proper minutes. Therefore, this course introduces you to the various approaches for taking notes and writing minutes.

**At the end of the course, participants will:**

- Understand fully the nature of minutes.
- Be more confident and prepared in taking notes of meetings and writing up the minutes.

## Course Objectives

- Have an overall understanding of the proceedings of meetings.
- Able to use the correct techniques for taking and summarising notes of meetings.
- Able to write notes of discussions and minutes of meetings confidently and professionally.

## Course Outline

- Common terms used in meetings
- Language for minutes
- Note-taking techniques
- Skills for summarising discussions
- Styles of minutes
- Types of minutes

## Methodology

Lecturettes, Sharing of minute taking experience, Short learning activities, Taking notes from meeting videos, Using laptops to transcribe notes taken.

## For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.

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Grants/Subsidies  
**SkillsFuture Credit**  
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**PIC Scheme**

## This course is for

**Public Sector** - Division 2 and 3  
**Private Sector** - Executive staff

## Course Fee

S\$465.00 before GST  
S\$497.55 after GST

## Trainer's Profile



Florence Au

- More than 20 years of training experience.
- Bachelor of Arts in English and Literature.
- Diploma in Translation and Interpretation.

## Related Courses

- Effective Business Writing
- Essential Grammar for Effective Writing
- Writing Emails for Professional Communication

## Four Ways to Register

- 1) **By e-mail/Fax**  
Download Registration form
- 2) **Online Sign Up via our website**
- 3) **By HRMS-2 / ACE System**  
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code and Course Date. Be sure to inform them that the Training Provider is Oaks Training (GIL Consultancy Pte Ltd)

- 4) **By Phone: Call 6423-1183**