



Executive Assistant
ACADEMY

THE ART OF MINUTE TAKING



PROFESSIONAL DEVELOPMENT SERIES

Executive Assistant Academy
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OVERVIEW

This course is designed to help EAs and PAs become efficient and effective minute takers. Our trainers will provide you with methods and theories to effectively take, edit and share minutes of meetings.

You will learn a variety of tools and techniques which will benefit you in all meeting types, both formal and informal. The methods taught apply to all types of organisations and structures.

This one day course encompasses theoretical elements of minute taking, as well as providing practical workshops and simulations of minute taking. Meeting protocols and effectiveness are also included in this course.

WHO SHOULD ATTEND

- ALL EAs AND PAs LOOKING FOR NEW SKILLS AND METHODS TO ENHANCE THEIR DRAFTING, EDITING AND PROOFING OF MINUTES.
- ALL EAs AND PAs WHO NEED TO INCREASE THEIR EFFICIENCY AND EFFECTIVELY MAINTAIN ACCURATE INFORMATION FROM ALL TYPES OF MEETINGS.

COURSE OBJECTIVES

- DEVELOP KEY MINUTE WRITING SKILLS, INCLUDING LISTENING SKILLS, CRITICAL THINKING, AND ORGANISATION
- BE ABLE TO WRITE MINUTES THAT ARE SUITABLE FOR BOTH FORMAL AND INFORMAL MEETINGS
- LEARN NEW SKILLS TO ENHANCE YOUR MINUTE TAKING
- LEARN NEW SKILLS FOR RECORDING INFORMAL OUTPUT FROM ANY MEETING

COURSE CONTENT

This course is delivered in 4 modules examining theories and practical examples of minute taking. The course will develop your individual skills and help you to analyse, interpret and present information more effectively and efficiently.

THE COURSE MODULES COMPRISE OF:

MEETING EFFECTIVENESS AND MEETING PROTOCOLS:

looking at the purpose and goals of meetings, examining the participant roles within the meeting, studying agendas and notice of meetings

THEORETICAL ELEMENTS OF MINUTE TAKING:

this includes preparation, drafting, editing and proofing as well as filing and sharing

SOFT SKILLS AND MINUTE-TAKING:

examining skills such as assertiveness, influence and communication and exploring how these can be implemented

PRACTICAL WORKSHOP AND SIMULATIONS:

in this module students will study a virtual case, participate in a simulation of minute taking, examine past minutes which have been provided by attendees. The course will conclude with a debrief and discussion on the implementation of theories and skills learned

DURATION

1 DAY

EAN MEMBERS \$750 PLUS GST

EAN ASSOCIATE MEMBERS \$995 PLUS GST

NON MEMBERS \$995 PLUS GST