



Local Government Training Group

MINUTES AND AGENDAS

This one-day course is designed for administrative staff who have little or no previous experience in minute taking.

TRAINER: Margaret Pentland

Course Content:

- Identifying and overcoming the problems of agenda and minute writers.
- Positive reasons for writing agendas and minutes.
- Establishing a systematic approach to writing agendas.
- Methods of taking minutes which allow minute takers to listen to the meeting.
- Establishing the rules for the presentation of minutes.
- Putting the learning points of the course into practice.