

# Better Minute Taking

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

## COURSE INFORMATION

### Duration

3.5 hours

### Cost

\$325 GST- Exempt  
Includes \$45 training manual

### Who should attend?

- Administrative staff, PA's, receptionists, coordinators
- Fundraising officers, writers, editors, publication coordinator analysts
- Legal assistants, project/ operation officers
- Anyone trying to improve the quality of their minutes

## CONTENT

### Section 1: Role and Responsibilities of a Minute Taker

- Role of a Minute Taker
- Responsibilities of a Minute Taker
- Group Activities

### Section 2: Skills of a Minute Taker

- Key skills
- Active listening
- Group Activities
- Critical Thinking
- Organisational Skills

### Section 3: Various Styles of Meeting Minutes

- Various Styles
- Legislation
- Content
- Templates
- Group Activities

### Section 4: Note Taking Techniques

- Equipment for writing minutes
- Speed
- Group Activities
- Setting up note paper

### Section 5: Transcribe, edit, distribute and file minutes

- Equipment for writing minutes
- Speed
- Group Activities
- Setting up note paper

## ABOUT US

Darwin Human Resource & Computer Academy is a Northern Territory owned organisation committed to successful training through quality management practices and procedures. We are a Registered Training Organisation with accreditation under the Australian Skills Quality Authority (ASQA).

Since inception in 1986 we have been able to offer flexible and quality training in professional development as well as computer training .

Our team of trainers is highly qualified with a wide-range of business and training experience in management, adult education, finance, retail, health, human resources and business administration.

**Training Territorians  
since 1986**

For bookings contact:

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