



## Minute Taking with MS Word

### **The Role of a Minute Taker**

To begin, participants will discuss the role of a minute taker. They will also explore common problems and solutions in small groups.

### **The Skills of a Minute Taker**

Next, participants will learn about the three key skills that a minute taker must have: an ability to listen, critical thinking skills, and good organization techniques.

### **Meeting Agreements**

This session will discuss meeting agreements and give participants three templates to take away and customize.

### **Styles of Minutes**

During this session, participants will look at samples of three types of minutes: formal, informal, and action.

### **What do I Record?**

Next, participants will learn what to record during a meeting.

### **Techniques for Preparing Minutes with MS Word**

This session will give participants the tools for creating minutes, including organization methods, techniques for writing drafts, and proofreading tips.

### **Taking Minutes in an Interactive Meeting**

During this session, participants will learn how their role as a minute-taker will be different in an interactive meeting.

### **The Minute Book**

To wrap up the day, participants will learn how to build and maintain a minute book and students will have an opportunity to ask questions and fill out an action plan.