



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

MINUTE TAKERS WORKSHOP – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>This course is suited to all staff who take minutes at informal meetings within council. By attending this course, participants will gain improved skills in preparing for and taking minutes accurately.</p>	<ul style="list-style-type: none"> • Workshop objectives <ul style="list-style-type: none"> – Choosing a time and place • Setting up a meeting space <ul style="list-style-type: none"> – The basic essentials – Choices available – What to consider – The Minute Taker – Attendees – Large vs small meetings – The agenda – Meeting roles & responsibilities • Dealing with disruptions <ul style="list-style-type: none"> – Personality conflicts – What are minutes – Taking minutes – what do I record? 	<p>This training course is designed to give you the basic tools you need to take minutes during a meeting, prepare accurate minutes and make them available to attendees, ensure they are adopted and kept in accordance with the appropriate legislation and policies.</p> <p><i>A Minutes' template will be provided for publicly schedule courses. For in-house training, councils may provide council's Minutes' template.</i></p>



COURSE DETAILS	
<p>Delivery</p>	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
<p>Duration and Location</p>	<p>Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
<p>Fees and Inclusions</p>	<p>Our training course will include:</p> <ul style="list-style-type: none"> • Instructor-led training • Statement of Attendance • Course Workbook

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

**REGISTER NOW
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FIND OUT MORE
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Human Resources and Employee Services Contract: BUS-278
Prequalified Supplier Arrangement