



ADMINISTRATION AND SECRETARIAL | AS-011

Minute Taking and Meeting Management

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Course content

Why Attend

Accurate minutes provide a record of decisions and actions and protect organisations legally. Well-managed meetings save time and drive results.

This Aractech course covers meeting planning, agendas, roles, effective listening and note-taking, writing clear and concise minutes, recording decisions and actions, board and formal meetings, virtual meetings and follow-up. Participants take minutes in simulated meetings.

Course Methodology

- Simulated meetings
- Minute writing practice
- Feedback
- Templates
- Group discussions

Course Objectives

- Plan meetings and prepare agendas
- Support chairs and participants
- Take accurate notes efficiently
- Write clear, concise minutes
- Record decisions and actions properly
- Follow up and manage formal minutes

Target Audience

- Secretaries and administrators
- Executive assistants

Course content

- Committee and board secretaries
- Office managers

Course outline

Detailed course outline

Day-by-day outline for Minute Taking and Meeting Management.

Day 1 - Meeting Management

- 09:00-09:45 | Purpose of meetings
- 09:45-10:30 | Types of meetings
- 10:30-11:00 | Roles
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Roles (continued)
- 11:45-12:30 | Agendas
- 12:30-14:00 | Exercise: Agenda design

Day 2 - Preparing and Supporting

- 09:00-09:45 | Papers and logistics
- 09:45-10:30 | Working with the chair
- 10:30-11:00 | Virtual and hybrid meetings
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Virtual and hybrid meetings (continued)
- 11:45-12:30 | Attendance and quorum
- 12:30-14:00 | Workshop: Meeting preparation

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Day 3 - Note-Taking

- 09:00-09:45 | Listening skills
- 09:45-10:30 | Note-taking techniques
- 10:30-11:00 | Capturing decisions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Capturing decisions (continued)
- 11:45-12:30 | Handling discussions
- 12:30-14:00 | Practice: Simulated meeting

Day 4 - Writing Minutes

- 09:00-09:45 | Minute styles
- 09:45-10:30 | Structure
- 10:30-11:00 | Language
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Language (continued)
- 11:45-12:30 | Accuracy
- 12:30-14:00 | Exercise: Writing minutes

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Day 5 - Formal Minutes and Follow-up

- 09:00-09:45 | Board minutes
- 09:45-10:30 | Legal considerations
- 10:30-11:00 | Approval
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Approval (continued)
- 11:45-12:30 | Action tracking
- 12:30-14:00 | Capstone: Full minutes exercise

Seminar dates

Available seminar dates

Live dates and pricing for Minute Taking and Meeting Management generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Frankfurt	Classroom	€1,875
14 - 18 December 2026	Rome	Classroom	€3,460
18 - 22 January 2027	Kuala lumpur	Classroom	€1,925
15 - 19 February 2027	Barcelona	Classroom	€2,815
15 - 19 March 2027	Geneva	Classroom	€4,315
19 - 23 April 2027	Frankfurt	Classroom	€1,875
17 - 21 May 2027	Barcelona	Classroom	€2,815
21 - 25 June 2027	Frankfurt	Classroom	€1,875
19 - 23 July 2027	Rome	Classroom	€3,460
16 - 20 August 2027	Kuala lumpur	Classroom	€1,925

Seminar dates

Available seminar dates

Live dates and pricing for Minute Taking and Meeting Management generated from the course details page.

Date	Location	Format	Fee
20 - 24 September 2027	Barcelona	Classroom	€2,815
18 - 22 October 2027	Cape Town	Classroom	€1,625
15 - 19 November 2027	Frankfurt	Classroom	€1,875
20 - 24 December 2027	Barcelona	Classroom	€2,815
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

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Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
20 - 24 December 2027	Online / Live	Online / Live	€1,815