



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 01 March 2026 To 05 March 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This comprehensive 5-day course on "Minute Taking and Meeting Documentation" is designed for professionals who aim to improve their skills in accurately capturing, documenting, and managing meeting content. The course will cover fundamental techniques required to produce clear, concise, and effective meeting minutes that facilitate decision-making and organizational efficiency.

- Understand the purpose and importance of minute-taking in a professional setting.
- Develop skills to effectively listen, summarize, and document key points.
- Learn different formats and styles for creating and organizing meeting documentation.
- Enhance ability to prepare and distribute actionable meeting minutes promptly.
- Master tools and best practices for digital minute-taking and documentation.

## Course Outlines

### Day 1: Introduction to Minute Taking

- Understanding the role of a minute-taker
- The value of meeting documentation
- Exploring different types of meetings and their requirements
- Legal and organizational compliance in minute-taking
- Basic principles of effective communication

### Day 2: Preparing for Meetings

- Setting objectives and meeting agendas
- Identifying key participants and their roles
- Choosing the appropriate format and tools for documentation
- Preparing templates and checklists
- Briefing participants and setting expectations

### Day 3: Active Listening and Note-Taking Techniques

- Developing active listening skills
- Effective note-taking strategies
- Distinguishing between essential and non-essential information
- Using shorthand and note-taking tools
- Managing distractions and staying focused

### Day 4: Writing and Formatting Meeting Minutes

- Structuring and organizing content
- Creating clear and concise summaries
- Standardizing formats and styles for consistency
- Integrating action items and follow-ups
- Reviewing and editing for accuracy and clarity

### Day 5: Distributing and Managing Meeting Documentation

- Choosing distribution methods and platforms
- Ensuring confidentiality and compliance
- Establishing archiving and retrieval systems
- Evaluating feedback and continuous improvement
- Leveraging digital tools and technology