



London TDM

Administration and Office Management Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 29 March 2026 To 02 April 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