



LEADERSHIP AND MANAGEMENT DEVELOPMENT

Meeting Management and Minute Taking

2 day course

Classroom, online or in-house

Course overview

Meetings consume more management time than any other activity and produce minutes that record who attended rather than what was decided, which is how the same matter is discussed for a third time. This course addresses both halves. Delegates work through deciding whether a meeting is needed at all, agenda construction that allocates time to decisions rather than to reports, and chairing including managing the person who dominates and the person who says nothing. Minute taking is covered as a distinct discipline: capturing decisions, actions and the reasoning behind them without transcribing. Formal and statutory minutes are addressed, including their evidential status. The course closes on follow up and on the action register that makes minutes worth writing.

What you will learn

- Decide whether a meeting is needed and who should attend
- Build an agenda that allocates time to decisions
- Chair effectively, managing dominance and silence
- Capture decisions, actions and reasoning without transcribing
- Write formal and statutory minutes to an appropriate standard
- Understand the evidential status of a minute
- Run follow up and an action register that closes items

Who should attend

- Administrators, secretaries and personal assistants
- Committee and board secretaries
- Managers who chair meetings
- Project coordinators and team leaders
- Public sector and governance staff

Course outline

- 01 Discussed for the third time
- 02 Whether a meeting is needed
- 03 Agenda construction and time allocation
- 04 Chairing and managing participation
- 05 Minute taking as a discipline
- 06 Capturing decisions, actions and reasoning
- 07 Formal and statutory minutes
- 08 Evidential status, follow up and the action register

Upcoming dates

Dates	Venue	Format	Fee per delegate
3 to 4 December 2026	Online	Online	R6,500
15 to 16 February 2027	Durban, South Africa	Classroom	R11,950
10 to 11 March 2027	Dar es Salaam, Tanzania	Classroom	USD 795

Fees and how to register

This 2 day course is **R6,500** per delegate online, **R11,950** in the classroom in South Africa, Botswana, Namibia,



Lesotho and Eswatini, and **USD 795** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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