

SPECIFICATION FOR ADVANCED MINUTE TAKING SHORT COURSE

1. Purpose

The purpose of this specification is to source a competent training provider to deliver an Advanced Minute-Taking Short Course aimed at equipping professionals with the skills to produce clear, concise, and accurate minutes for senior management, executives, and external stakeholders.

2. Scope of Work

The appointed training provider will be required to:

- Deliver a structured Advanced Minute-Taking short course tailored to professionals responsible for documenting key discussions and decisions
- Provide practical and interactive training, covering:
 - Listening and note-taking techniques for accurate record-keeping.
 - Summarizing key points effectively while maintaining objectivity.
 - Structuring minutes professionally for different types of meetings (e.g., board, executive, committee, governance, project, and stakeholder meetings).
 - Distinguishing between discussions, decisions, and action points in written records.
 - Using a consistent and professional tone to enhance clarity and accountability.
 - Legal and compliance considerations for minute-taking.
 - Handling confidential and sensitive information in official minutes.
- Include real-world case studies and exercises to simulate practical minute-taking scenarios.
- Conduct an assessment or practical evaluation to measure learning outcomes.
- Provide post-training support, including reference guides, templates, and best practice resources.

If the service provider is unable to facilitate a **dedicated session exclusively for our employees**, they should provide **available dates for their public course offerings** that align with our training needs.

3. Learning Outcomes

By the end of the course, participants should be able to:

- Listen attentively and extract key points from discussions.
- Take clear and structured notes that translate into professional minutes.
- Distinguish between essential and non-essential information for effective summarization.
- Write minutes that are concise, objective, and aligned with organizational standards.
- Use a professional tone and structure to enhance readability.
- Ensure minutes meet legal and governance requirements.
- Confidently manage the minute-taking process, from preparation to finalization.

4. Target Audience

This course is designed for professionals responsible for **documenting normal to high-level meetings**

Number of delegates = four (4)

5. Training Format & Duration

- **Delivery Mode:** Online
- **Duration:** 1 - 2 days or equivalent in modular sessions.
- **Training Methodology:**
 - o Hands-on exercises in real-time minute-taking.
 - o Case studies and role-play simulations based on high-level meetings.
 - o Peer reviews and feedback on sample minutes.
 - o Final assessment to test understanding and application.

6. Service Provider Requirements

The ideal service provider must:

- Have a proven track record in delivering advanced minute-taking training.
- Provide experienced facilitators with expertise in business communication, corporate governance, and compliance.
- Provide facilitator's CV
- Offer customization to align with organizational minute-taking standards.
- Supply high-quality training materials, templates, and post-training resources.
- Issue certificates of completion for participants.
- If unable to facilitate an exclusive session, provide dates and availability for public course sessions that align with our employees' needs.