

# Meetings and Minutes Seminar

**Designed for:** Individuals who are involved in organising meetings and taking minutes.

**Prerequisites:** Secretarial/PA Skills

**Objectives & benefits:** To understand the agenda, meeting and minute taking cycle.

**Cost:** 5500 (MUR)

## Course Content:

The Agenda:

- Informal

- Formal

- Chairperson's Agenda

The Meeting:

- Purpose and Types of Meetings

- Roles and responsibilities

- Preparation and Procedures

- The Role of the Chairperson

The Minutes:

- Function and Requirements

- Preparing the Minutes

- Follow-up Action