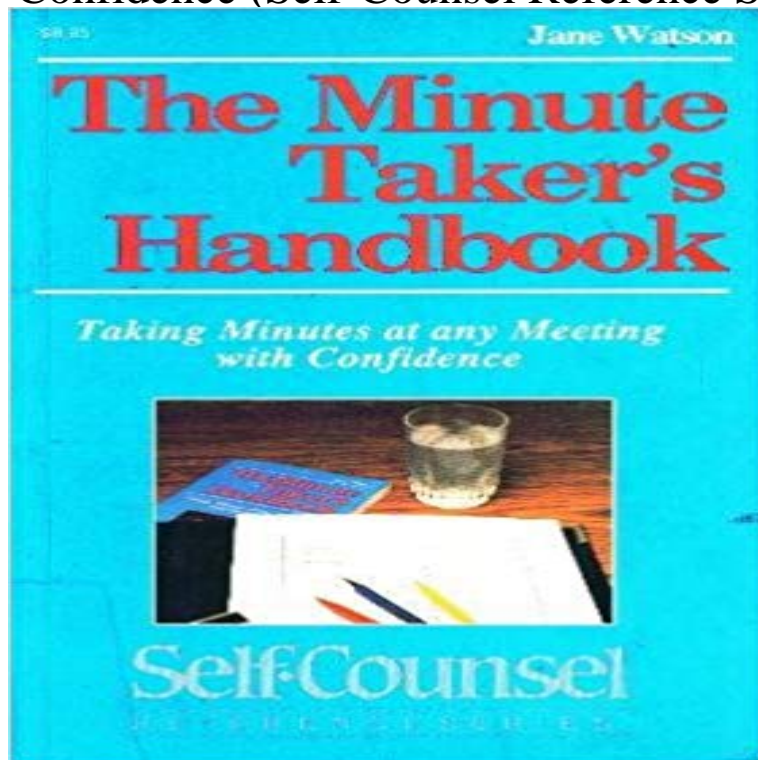


The Minute Takers Handbook: Taking Minutes at Any Meeting With Confidence (Self-Counsel Reference Series)



The minute taker performs a vital Function in a meeting -- without someone to record what goes on, all the ideas and decisions made during the meeting would be forgotten. Designed to help minute takers become more confident in their recording skills, this book provides techniques and examples that enable note takers to produce concise, accurate minutes in a timely manner. Includes: -- Defining the role of the minute taker-- Setting meeting objectives-- Formal versus informal meetings-- Preparing and Filing minutes-- Using a tape recorder-- Producing a summary of notes-- Variables that affect minute taking-- Parliamentary procedure Turn(s) reluctant minute-takers into pros....make(s) meetings more meaningful. American Libraries

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