

*The Classified Staff Development unit, Human Resources
Division of San Bernardino County Superintendent of Schools*

Presents:

The Minute-Taker's Workshop



No matter who you are or what you do, whether at work or in the community, you are involved in meetings. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if the minutes of a meeting are not accurate, then the meeting may just as well not have taken place.

This half-day workshop helps minute-takers understand their role and the best technique for producing minutes that include all essential information needed.

How you will benefit:

- Recognize the importance of minute-taking and be able to use this to your advantage
- Be able to remedy many of the complaints that face minute-takers
- Be able to write minutes that are suitable for formal, informal, and action meetings
- Develop the essential skills of an effective minute-taker

Who should attend?

- ◆ *Those who take minutes frequently*
- ◆ *SBPEA Classified Support Staff*
- ◆ *Confidential Employees*
- ◆ *Non-SBCSS District Office Classified Employees*

**A minimum of 10 registrants
required to hold workshops.**

**This workshop will be offered three times.
*Participants need to attend only once.***

Dates/Locations: March 22, 2012 @ WEESC
March 28, 2012 @ DMESC
March 30, 2012 @ Roy C Hill EC

Time: 8:00 a.m. – 12:00 p.m.

Fee: No Cost to SBCSS Employees
\$50 for non-SBCSS District Employee

Limit: 15 - 20 participants per class

Deadline: See deadline date on-line

Facilitated by: Nancy Johnson, Staff Development Specialist

Please be sure to get approval from your supervisor BEFORE registering

Register On-Line @ <http://oms.sbcss.k12.ca.us/index.php>
(Search by name of workshop and/or date of workshop)

No Refunds for No-Shows Or Cancellations Made Within One Week Of Workshop

For questions please contact Classified Staff Development @ 909.386.2423