MERCURY

Meeting Records Management Training

16 – 20 August 2027
Geneva (Switzerland)

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Meeting Records Management Training

Ref: 15588_1079900 **Date:** 16 – 20 August 2027 **Location:** Geneva (Switzerland) **Fees:** 6500 Euro

Introduction:

Effective meeting records management is a critical skill for professionals in any organization. It involves accurately documenting discussions, decisions, and action items from meetings, ensuring that these records are easily accessible, well-organized, and effectively communicated to all relevant stakeholders. Proper record management enhances transparency and accountability and improves decision-making and organizational efficiency.

This effective meeting and records management training will teach you best practices for creating, maintaining, and utilizing meeting records. These include taking accurate notes, organizing and storing records, and using these documents to drive productivity and success.

Whether you are a seasoned professional or new to managing meeting records, this effective meeting and records management course will provide the knowledge and tools needed to excel in this essential aspect of organizational communication and administration.

Targeted Groups:

- Administrative Professionals.
- Project Managers.
- Team Leaders.
- Department Heads.
- Executive Assistants.
- Human Resource Personnel.
- Office Managers.
- Board Members.
- Meeting Facilitators.
- Organizational Leaders.

Course Objectives:

By the end of this effective meeting and records management course, participants will be able to:

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- Understand the importance of meeting records management.
- Learn techniques for effective note-taking during meetings.
- Develop skills for organizing and storing meeting records.
- Master the use of technology in managing meeting records.
- Ensure accuracy and completeness in meeting documentation.
- Enhance transparency and accountability through proper records management.
- Improve decision-making with well-maintained meeting records.
- Implement strategies for communicating meeting outcomes to stakeholders.
- Foster organizational efficiency through streamlined record-keeping.
- Apply best practices for legal and regulatory compliance in meeting records management.

Targeted Competencies:

At the end of this effective meeting and records management training, the target competencies will:

- Accurate Note-Taking.
- Organizational Skills.
- Attention to Detail.
- Time Management.
- Communication Skills.
- Technological Proficiency.
- Analytical Thinking.
- Documentation Standards.
- Data Management.
- Legal Compliance Knowledge.

Best Practices for Meeting Management:

Meeting management is about more than just documenting what happens. It also involves strategic meeting management and employing best practices to facilitate effective and productive sessions. A crucial goal for any meeting facilitator or manager is ensuring that meeting records reflect a clear, action-oriented narrative that can guide future activities and decisions.

This effective meeting and records management training course will delve into creative meeting management, skills, techniques, and the overall meeting management process to ensure you can define and implement meeting management at the highest level.

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Course Content:

Unit 1: Introduction to Meeting Records Management:

- Define what records management is and its importance.
- Explore the benefits of effective meeting records management.
- Identify common challenges and solutions in managing meeting records.
- Discuss the role of meeting records in organizational accountability and transparency.
- Learn about various types of meeting records minutes, notes, action items.

Unit 2: Techniques for Effective Note-Taking:

- Learn methods for capturing key points during meetings.
- Practice using shorthand and other efficient note-taking techniques.
- Understand the importance of listening skills in note-taking.
- Explore tools and technologies that aid in effective note-taking.
- Develop strategies for summarizing discussions and decisions accurately.

Unit 3: Organizing and Storing Meeting Records:

- Discover best practices for organizing meeting records systematically.
- Explore digital and physical storage solutions for meeting records.
- Learn how to create and maintain an accessible filing system.
- Understand the importance of security and confidentiality in record storage.
- Discuss the use of metadata and tagging for easy retrieval.

Unit 4: Utilizing Meeting Records for Decision-Making:

- Learn how to analyze meeting records to support decision-making.
- Explore ways to extract actionable insights from meeting notes.
- Understand the role of meeting records in tracking progress on action items.
- Develop methods for communicating key outcomes to stakeholders.
- Learn how to use meeting records to inform future meetings and agendas.

Unit 5: Ensuring Legal and Regulatory Compliance:

- Understand the legal requirements for meeting records in different jurisdictions.
- Learn about industry-specific regulations that impact meeting records management.
- Explore best practices for ensuring compliance with data protection laws.
- Discuss the implications of non-compliance and how to avoid common pitfalls.
- Learn how to conduct regular audits of meeting records for compliance.