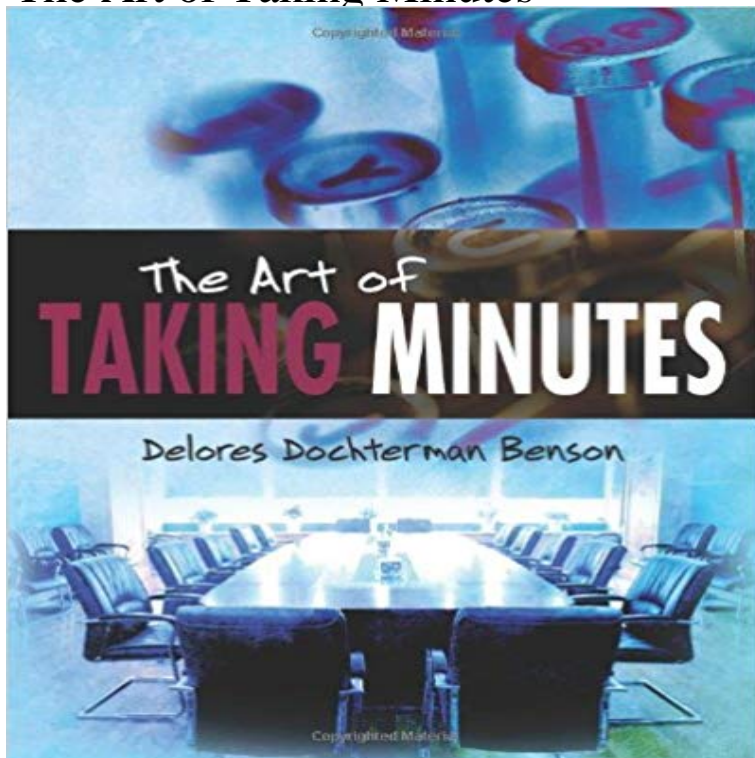


The Art of Taking Minutes



Regardless of the nature of your organization, be it a homeowners association, non-profit, retreat, guild, or corporation, meetings are a very important part of the process. The ultimate teaching and reference tool, The Art of Taking Minutes guides the office professional of any level through the many steps of arranging meetings, putting together agendas, taking notes or minutes, transcribing them in a professional format, and doing the necessary follow-up to be successful. The first book of its kind covering the subject of meeting minutes when published in 1981, Delores Dochterman Bensons indispensable guide remains a leader in its field. With over one hundred sample templates and a chapter on the vocabulary associated with professional minutes, The Art of Taking Minutes is easy-to-understand and easy to put into practice. Though thirty years have passed since its initial publication, it remains a timeless resource and the most comprehensive and exhaustive primer written regarding meetings and minutes.

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Delores Dochterman Benson (Author of The Art of Taking Minutes) These notes can take many forms: they may be formal meeting minutes, In some cases, as with board meetings, taking the minutes is the minute takers sole. **none** Taking Minutes of Meetings: Set the Agenda Identify What to Note Write Accurate. +. The Art of Taking Minutes. +. Roberts Rules of Order Newly Revised In **The Art of Minute Taking - Laughing All the Way to Work - blogger** The Art of Taking Minutes [Delores Dochterman Benson] on . *FREE* shipping on qualifying offers. Regardless of the nature of your organization, **The Art of Taking Minutes - - 1986 - Journal for Healthcare Quality The Art of Minute Taking - Victoria Professional and Executive** Do you know how to take, prepare, and present minutes? Whether youre following the legislative bible Roberts Rules of Order or taking minutes in a less formal **The Art of Taking Minutes - Delores Dochterman Benson - Google** Taking Minutes of Meetings (Creating Success) [Joanna Gutmann] on . *FREE* shipping viewing this item? The Art of Taking Minutes Paperback. Find helpful customer reviews and review ratings for The Art of Taking Minutes at . Read honest and unbiased product reviews from our users.

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