



Minute Taking

Aims

This practical one day course is for delegates who want to learn or recap on the process of preparing for meetings. This course will take delegates from preparing for the meeting to enhancing their active listening skills and note-taking to producing the minutes.

Objectives

By the end of this course you will be able to

- Produce professional, well structured and accurate minutes
- Work effectively with the Chair and colleagues in the preparation of agendas, meeting papers and minutes
- Identify and overcome obstacles to effective listening
- Improve on your note taking skills and utilise essential note taking techniques
- Identify the relevant and key points from a meeting
- Demonstrate an understanding of how important accuracy and informative minutes are to the success of meetings

Who Should Attend

Individuals who require the skills to produce accurate and professional minutes of meetings.

Course Content

- Planning and preparation
- Putting the agenda together - the content, timing and presentation
- Agendas that help you identify key points
- Successful listening - maintaining interest; overcoming barriers to listening; develop positive listening skills
- Distinguishing the important from the irrelevant; identifying and highlighting key points
- Achieving accuracy, brevity and clarity
- Avoiding common pitfalls
- Using the correct format, structure and style
- Producing minutes which satisfy their purpose and the readers' needs within an acceptable time frame
- Action planning

Duration

1-day