

Minute Taking Skills

Structured notes

This course will instruct delegates in a range of skills and techniques to enable them to take, to write up and to present minutes more effectively and confidently. Whether you've been taking minutes for a while and would like to gain more confidence, or whether you're a complete novice - we will give you the opportunity to identify and develop key skills, and we'll show you how to take the pain out of minute taking!

Course Aims

This course has been designed to enable delegates to practise the skills of preparing accurate and effective minutes of meetings, conferences and presentations. Delegates will gain in confidence during the day as they develop their skills.

Email us using Outlook or via our contact us page for further details.

Course Content

Agenda

- Setting the Agenda
- Styles of Agenda
- Exercise : Preparing an Agenda

The Meeting

- Preparation for a Meeting
- At the Meeting

Writing it Down

- Listening and Summarising
- Exercise : Subject and Viewpoint
- Exercise : Summarising a Report
- Taking Notes
- Exercise : Taking Notes

The Minutes

- Styles of Minutes
- Exercise : Using the Styles
- Sections of Minutes

- Recording Decisions and Actions
- Headings and Numbering
- Exercise : Headings and Numbering

Writing Clearly and Concisely

- How to Do it
- Exercise : Writing Clearly and Concisely

Overview and Action Planning

- Overview of Minute Taking
- Drawing up an Action Plan
- Refining your Technique

Email via our contact us page for further details.