

Minute Taking - 1 Day

Overview

Producing accurate, easy-to-understand minutes is vital to an organisation's decision making process. Summarising the content of an effective meeting is crucial to ensuring the participants recall what was achieved as well as knowing the decisions made and actions to be taken.

This practical one day course takes delegates step-by-step through the process of preparing for, participating in and recording the output of meetings as a clear and concise set of minutes.

Course Objectives

By the end of this course participants will understand the importance of taking minutes that are appropriate to the type of meeting, thus making effective use of both their time and that of the meeting attendees.

This will be achieved through practical exercises and the use of the delegates' real life examples. As a result, it is important that delegates bring along copies of minutes they have produced or details of meetings for which they will be taking minutes (and if possible examples of previous minutes from these). These examples will be used as the basis of the examples for the course.

Prerequisites:

There are no prerequisites for this course as it is aimed at individuals who have no prior experience. The course can be tailored to suit participants with differing levels of experience.

Topics

Meeting Preparation

- Understanding the purpose of the meeting
- The type of meeting
- The meeting agenda
- The purpose and value of notes or minutes
- Notifying participants/arranging the meeting

The Meeting

- Working with the chair and meeting participants
- Meeting roles and dynamics
- Helping to keep to time
- Developing listening skills
- What to record – the important vs. the irrelevant

Writing the Minutes and Follow Up

- Who needs to know what
- Achieving accuracy, brevity and clarity
- Using the appropriate structure and style
- Efficient use of your time and the attendees
- How to present the information to the best effect

Action Plan

- Delegates' plan of how they will apply the skills and knowledge gained in the course when they return to the workplace.