

Introduction:**Problem That It Solves**

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.

Who will benefit?

All staff members wanting to produce clear concise records of the output of meetings.

You don't need any prior experience to attend this course. If you are not an experienced minute taker it is useful, if possible, for you to have a go at taking some minutes of a meeting or similar. It will help bring the learning to life for you.

Overview

This practical one day minute taking training course will show you the process step-by-step from pre-meeting preparation through to distribution of the final document.

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. These examples will be used as the basis of the examples for the course.

Objectives**By the end of this course you will be able to:**

- Identify everything needed to prepare for and set up a meeting for maximum effectiveness
- Write and distribute meeting agendas
- Take accurate notes during the meeting and work with the meeting chairman
- Seek clarification and document the key decisions taken at a meeting
- Convert your notes into clear, effective minutes

Content:**Before the 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 / Arrange the meeting

During The Meeting: Taking Notes & Meeting Participants

- Working with the chair and meeting participants
- Meeting roles
- Understanding Group dynamics
- Helping to keep to time
- Developing listening skills
- What to record – The message & action vs. The words

After The Meeting: Writing The Minutes & 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 time
- How to present the information to the best effect

Your Personal Action Plan

During this session, you are guided to prepare a personalised action plan of how you will apply the skills and knowledge that you have learned during the day when you return to work.