

Course Profile

Course name: Professional Minute Taking

Duration: 1 Day

Objectives: Meetings are a vital tool for effective planning and communication. Successful minutes depend upon the accurate recording of discussions and decisions made and the quality of the writing.

Those who need to develop their confidence and skills in producing accurate, clear and professional notes of meetings, from large formal committee meetings to informal team briefings.

Course Content:

Meeting Preparation and Agenda Setting

- Knowing the purpose and advantages of a clear agenda
- Understanding how an agenda can be used to improve minute taking
- Establishing a partnership with the chair
- Creating a checklist for essential preparation for a meeting

Essential Writing Skills

- Working through note taking tips and techniques to speed up the process
- Pulling out key points and relevant facts
- Knowing and adopting the ABC of writing
- Creating clarity through accurate punctuation

The Purpose of Minutes

- Establishing the purpose of minutes within your organisation
- Matching minutes with the intended audience and their use
- Understanding the different types of minutes

Key Listening Skills

- Recognising and overcoming your barriers to listening
- Developing positive listening skills through the use of practical listening techniques.

How You Will Benefit:

By the end of this programme delegates will be able to:

- Identify the link between preparation and planning of meetings and accurate minutes
- Skilfully develop your preferred method of taking notes
- Improve the layout and format of your agenda and minutes to enhance clarity
- Identify the relevant and key points from a meeting, know how and what to select
- Enhance your concentration through effective listening skills
- Save time by adopting new techniques on drafting and writing up your minutes