

# Minute Taking and Writing Made Easy

## Course Description

This one day course will ensure that the minutes you take at meetings are clear, accurate and professional.

The course will provide you with all the essential skills you need for minute taking.

By having a clear understanding of the aim of the meeting and the benefit of having minutes, you will learn how to work with the chair, prepare the agenda, record the meeting, understand the salient points, and how to produce clear, well structured, actionable minutes.

## Pre-Course Requirements

You need no previous experience to attend this course.

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### Pricing & Availability

<b>Course Duration:</b>	One Day
<b>Public Scheduled Course:</b>	£325.00 plus VAT
<b>Public Scheduled Dates:</b>	02-03-2018 at London Bridge 04-04-2018 at London Bridge 04-05-2018 at London Bridge 30-05-2018 at London Bridge 29-06-2018 at London Bridge 25-07-2018 at London Bridge 24-08-2018 at London Bridge 19-09-2018 at London Bridge
<b>Private Course:</b>	£545.00 plus VAT for individual tuition.  Call for prices for private groups of two or more.
<b>Follow-on Courses:</b>	Not Applicable
<b>Post-Course Support:</b>	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

## Minute Taking and Writing Made Easy

### Introduction

- Why have meetings and why take minutes
- The difference minutes can make
- Why minutes must be clear and accurate

### Becoming a minute-taker

- What is the role of a minute taker?
- Skills required by a minute taker
- The tasks of the effective minute taker

### Preparation before a meeting

- The role of the chair and how to work with your chair
- Discussing the meeting with the chair before it starts
- Understanding the aim of the meeting
- Preparing the agenda

### The meeting

- Effective listening and understanding
- Analysing what is being said
- Taking notes and deciding what to record
- Impartial recording of the meeting and points made
- Identifying individual contributors
- Maintaining your concentration throughout the meeting

### Writing up the minutes

- The difference between informal and formal minutes
- Choosing which style is appropriate for a meeting
- Transcribing your notes
- How much details to include
- Structuring the minutes
- Writing in a clear, concise style of English
- Good use of grammar and language
- When to use jargon and abbreviations
- Formatting the minutes in an easy to read and digest layout

### Editing the minutes

- Assessing the minutes - what are they trying to achieve
- Ensuring the minutes are actionable
- Getting input from other attendees
- Distributing the minutes

### Questions and answers