

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

Course Duration:	One Day
Public Scheduled Course:	£325.00 plus VAT
Public Scheduled Dates:	15-12-2017 at London Bridge 12-01-2018 at London Bridge 07-02-2018 at London Bridge 09-03-2018 at London Bridge 04-04-2018 at London Bridge
Private Course:	£545.00 plus VAT for individual tuition. Call for prices for private groups of two or more.
Follow-on Courses:	Not Applicable
Post-Course Support:	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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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