

Effective Minute Taking

90 min
½ day

'Making Meetings Successful'

Business Scenario Formal meetings are a vital communication tool in the workplace. To be successful they must be planned, prepared and minuted to ensure that accurate records are kept of discussions and decisions made.

This session is aimed at those who do or would like to take on the role and responsibilities of the minute taker and to produce accurate, clear and professional minutes.

Your Booster Session

- Link the preparation and planning of meetings with accurate minutes
- Skilfully develop your preferred method of taking notes
- Improve the layout and format of your agenda and minutes to enhance clarity
- Enhance your concentration through effective listening skills

Action Planning - What will You do?

In addition to joining in with discussions and exercises you will gain knowledge of the tools and techniques to help you create an Action Plan for future success.

Flexibility of Delivery

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.

Sessions may be tailored and extended to a half-day course.

*Active Knowledge Bites™
Turning Learning into Action...*

