

## Effective Minute Taking

1 day  
Course

### 'Accuracy, Brevity and Clarity'

**Business Scenario** Meetings are a vital tool for communicating and planning within any organisation. Successful use of this time requires good preparation and accurate records of matters discussed and decisions made.

**Who will Benefit?** Those required to take factual minutes of meetings, from large formal committee meetings to informal team briefings. Minute-takers who need additional confidence and skill to produce accurate, clear and professional minutes.

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

- 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
- Identify the relevant and key points from a meeting; learn 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

### Course Content

#### Meeting preparation & 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 chairperson
- Creating a checklist for essential preparation for a meeting

#### 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

#### 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

#### Key listening skills

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

### Course Features

The course is practical and interactive, with the emphasis on creating a supportive environment in order to build confidence. Individual and group exercises take place throughout the course which will enable you to try out new techniques, explore your areas of strength and build on your development areas.