

Minute Taking with Confidence

If you are responsible for writing minutes, this course will show you how to work effectively with the Chair, and how to take notes during a meeting by distinguishing the significant elements from the irrelevant. Delegates will be shown how to write up minutes which are accurate, concise and easy to use, ensuring that action points are followed up.

This course will improve participants' confidence, enabling them to minute formal and informal meetings effectively.

Course Content

- The responsibilities of the minute taker
- Effective preparation for a meeting
- Creation of useful agendas
- The structure of meetings: the meeting life-cycle
- Skills of active and positive listening
- Note taking skills and minute writing styles
- Distinguishing the important and significant elements from the irrelevant and repetitious
- Using appropriate phraseology
- Punctuation and Grammar
- Layout of agenda and minutes

Who is it for?

Administrators and secretaries, managers and all other staff who need to produce clear, accurate minutes of a meeting. Shorthand skills are not required.

Duration: 1 day

Related Courses

- Writing for Results