

Minute Taking Skills

Aims and Objectives:

When attending meetings, participants have different roles to play. One of these roles is to record the meeting accurately and produce minutes. This half-day course is designed to help the minute taker/secretary to achieve this with accuracy, speed and confidence.

At the end of this course participants will have:

- Considered what preparation is needed before the meeting
- Understood their role and that of the person chairing and other participants
- Considered the purpose of minutes
- Sharpened their listening skills
- Reviewed different methods of note taking
- Drafted minutes of a meeting
- Decided best practice for themselves

Learning Outcomes:

- The agenda
- Preparation and confirming responsibilities
- The use of minutes
- Listening
- Methods of note-taking
- Writing the minutes

Target Group:

Anyone who needs to take records of meetings.

Duration:

Half day.

Key Contact:

For further information or to arrange an appointment, contact

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How to Book:

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