

Effective Minute Taking

Duration

One Day

Overview

Effective minute taking is designed for staff who have the responsibility for organising and attending meetings in a support function. This one day course includes various practical exercises in minute taking which will provide participants with the opportunity to put the learning points of the course into practice.

Content

Module 1 – Essential Minute Taking Preparation – 2 hours

- Role & Responsibilities of a Minute Taker
- Checklist for organising a meeting
- Pre-meetings
- How to prepare and layout an agenda
- Timescales for agenda, draft minutes, approval etc.

Module 2 – Minute Taking Skills – 2.5 hours

- Methods for taking notes
- Using shorthand
- Listening and taking notes simultaneously
- How to transcribe from notes to minutes
- What to include/exclude from minutes
- Use of appropriate style and language in minutes
- Dealing with action points during and subsequent to the meeting
- Layout of minutes

Module 3 – Practical session – 2 hours

- Participants will attend a virtual meeting, take notes and transcribe into minutes
- Course summary and identification of action points

Learning Outcomes

By the end of this course delegates will have the skills to:

- Understand the role and responsibilities of the minute-taker in meetings
- Organise an effective meeting
- Take effective and relevant notes at a meeting
- Write clear, accurate and concise minutes
- Practise their newly developed skills

Who should attend

This programme is ideal for anyone who may all have the responsibility from time to time of taking minutes at meetings and will therefore be expected to follow up and report accordingly.

Level

Introductory

Course benefits

Effective minute taking also provides comprehensive information on how to improve the style of minutes for distribution, including

- How to avoid minute speak
- Incorporating the elements of good style in minutes - reported speech, passive verbs and tense
- Presenting minutes in a professional format
- Overcoming the challenges of taking minutes

Career path

Effective Minute Taking is an essential skill for those regularly involved in supporting, facilitating and helping manage meetings. Managers, PAs, Executive Assistant and secretarial type roles, would find this extremely useful.

Pre-course work

Delegates are encouraged to bring along examples of how they currently take meeting minutes.

Further courses to consider

Business and Report Writing Skills
Training for PAs and EAs
Better Proofreading
Managing Effective Meetings

Certificates

All delegates who successfully complete this course will receive an electronic certificate of attendance.

Trainer's background

The trainer for this course has extensive experience in the design and delivery of training programmes for Personal Assistants, Secretaries and Administration Managers. They have been successfully delivering management, administration and 'organisational skills' related training programmes to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.