

DURATION: A one day course

OBJECTIVES: By the end of the course you will:

- ▶ Identifying what makes a successful meeting and the role of the minute taker
- ▶ Arranging meetings and preparing to take minutes
- ▶ Understanding what to include and what to leave out
- ▶ To learn a speed writing technique
- ▶ Understanding barriers to effective listening
- ▶ Increasing confidence to produce effective minutes fast

You will learn:-

- ▶ To organise effective and clear agendas
- ▶ Why a good minute taker is so important
- ▶ The importance of the Freedom of Information Act and the Data Protection Act
- ▶ How to identify key points
- ▶ How to take notes quickly and accurately
- ▶ Which style of minutes is the appropriate one

MINUTE TAKING A PRACTICAL GUIDE - ONE DAY COURSE

INTRODUCTION

- ▶ What makes a successful meeting? What is the purpose of minutes
- ▶ Liaising with the chair, meeting purpose, who attends, where and when
- ▶ The Principles of Taking Minutes
- ▶ What style, what tone, how to prepare well, where you should sit, your role and image, using appropriate meeting language
- ▶ Methods of Note-taking
- ▶ Speed writing techniques,
- ▶ Identifying and capturing key points
- ▶ What to do if hearing/understanding is difficult
- ▶ Writing the Minutes
- ▶ Awareness of Freedom of Information and Data Protection Acts, as they relate to minutes.
- ▶ Producing minutes that accurately reflect the meeting, and are clear, concise and grammatical.
- ▶ Practising writing draft minutes and encouraging the chair to authorise and return them for finalising and timely distribution.
- ▶ Activities
- ▶ Exercises will take place throughout the day which allow participants to gain practical experience of key skills, including the opportunity to work with scenarios taken from actual meetings and to practise taking individual minutes