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What is Minute Taking Training?

This minute taking training course is designed to help participants develop their skills for taking notes at meetings and learn and practise techniques for writing clear and accurate minutes and agendas.

Minute taking is a vital part of meetings as they document a record of discussion points and actions to be taken, ensuring that everyone is aware of their responsibilities. Effective minute taking skills are essential to personal development and business enhancement.

This training course runs on a private basis and course content can be tailored to your personal and business goals. Call us on +44 (0)1273 622272 to discuss your needs.

Course Objectives

This Minute Taking Course will give you the skills to:

- Prepare for taking minutes during meetings and conferences
- Improve active listening skills
- Take effective notes
- Produce clear and comprehensive minutes

The Use and Importance of Minutes

- Procedural aspects
- Content and structure of minutes and how to select an appropriate format

Preparation:

- Issues
- Target audience
- Establishing a relationship with the chair
- Inspiring confidence within the meeting

The Critical Skill – Listening:

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Effective Note-Taking:

- Developing a short-hand – from abbreviations to mind-mapping
- How to clarify what has been said
- Structured note-taking
- Identifying key points
- Ensuring you have all that you need

The Finished Minutes:

- Combining materials (there may be documents, items, people etc that are referred to during the meeting)
- Selecting appropriate: Style Language Structure
- How to summarise – writing concise, precise minutes
- Procedural aspects – sign off

Tips and Techniques:

- Lessons learned from experienced minute takers – from ensuring that you write up notes quickly through to note-taking shortcuts

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