

## Minute Taking

The success of a meeting rests not just with the discussion and decisions taken, but also with accurate recording of what has taken place and what action is required. This course will enable delegates to write minutes that will be easy to read and understand, and which will therefore be effective.

### **Who should attend?**

This course is for anyone who needs to take factual records of meetings.

### **What you will learn:**

- The responsibilities of the minute taker
- Sorting out facts
- How to be selective
- Meeting structure
- Minute taking style
- Punctuation
- Grammar

### **Course Outline:**

- **What are meetings for?** Purposes of meetings. Types of meetings. Benefits of good minute taking.
- **Minute writing styles:** Types of minutes. Writing styles. What to avoid.
- **The agenda:** Layout. How to use. Keeping up.
- **Responsibilities of the chair and minute taker:** How the chair and minute taker should work together. Who does what.
- **Taking minutes:** Being selective. Sorting information. Clarifying. Useful pointers.
- **Listening skills**
- **Minute Taking practice:** The opportunity to take the minutes of a meeting. Re-writing badly written minutes.

### Course Information

**Duration:** 1 Day

**Code:** MT