

## **TAKING MINUTES**

### **A ONE DAY WORKSHOP**

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*How to accurately record information and action from meetings.*

The ability to take accurate and concise minutes is an essential PA skill. Using exercises and skill development sessions, this one day workshop teaches you how to take and create easy to read, effective minutes that will build your reputation as a valued member of the meeting.

### **Programme Contents**

- The Purpose of Meetings
  - The Different Types of Meetings
  - What Participants Need
- Types of Minutes
- Working with the Chair
  - Who does What and When?
- Using the Agenda
  - How to Write Effective Agendas
- Taking Minutes
  - Effective Listening
  - How to Take Notes
  - Being Selective
  - Sorting Information
  - Practical Session
- Producing Minutes
  - How to Lay Out Minutes
  - Structure and Clarity
- Considering Writing Styles
  - Developing the Right Tone
  - Using Professional Language
  - Knowing What to Avoid
- Personal Action Plan