

Minute Taking

Duration: 1 Day

Basic Principles of Minute Taking

- Different types of minutes

Getting Prepared for the Meeting

- Elements that should be considered prior to a meeting where you are due to take minutes.
- Discussions you might need to have with relevant people and the information that should be covered.
- Focus on different roles of people in the meeting and how this relates to the minute taker.

Agenda Preparation

- Understanding what makes for a well-planned, effective agenda.

Good Listening Skills

- Crucial to minute taking
- Review listening skills of the participants
- Identify the barriers to active listening and how to overcome them
- How to work back from a decision to identify the important elements to record.

Note Taking

- Review of all the different methods of note taking
- Identifying the benefits and pitfalls to each
- Identify the best type to use

Writing the Minutes

- Practical examination of the structure and layout of minutes

The ABC of Good Writing

- Ensuring that the minutes are written well and are: Accurate, Brief and Clear

Narrative Minutes

- Exercises to test and improve narrative writing skills.
- Focus on how to create an Introduction, Summary, Decision and Action

Minute Taking

Preparing for and Taking Minutes

- A chance to prepare for the practical simulation of a meeting where there will be minutes.
- Apply the skills you have learned throughout the day.

Review and Checking Minutes

- Review of the progress along with practical improvements and identifying what worked well