



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Effective Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (as needed) and ongoing support (in case you have any questions afterwards)."

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Effective Minute Taking

(1 day)

"Without effective minutes there is no clear record of what happened during a meeting and no record of the resulting actions to be taken!"

Benefits of attending this course...

Minute taking is a powerful communication skill. Good minutes are a focus for action; they reflect the narrative and essence of a meeting and serve as a record of the outcome.

The aim of this course is to ensure delegates recognise the importance of the minute-taking role and are well prepared to undertake it.

Focus is placed on developing a good recording technique which identifies who has agreed to do what, whilst also maintaining a dynamic relationship with participants.

Who is it for?

Anyone who needs to produce clear and accurate minutes.

Objectives

By the end of the training, you will be able to...

- ❖ Define the roles and responsibilities of the minute taker and understand their relationship with other meeting participants.
- ❖ Practise the technique of accurate, clear and quick note-taking.
- ❖ Structure the written record so that it is clear and concise and serves as a motivator for further action.

Content

- Setting clear meeting objectives and preparing an agenda.
- The role of the Chair, the other participants and you.
- Responding appropriately to other participants.
- Developing effective listening skills.
- Methods for recording, summarising and clarifying.
- How to structure your minutes so they are easy to read and clarify further actions.
- Aspects of an effective writing style (such as accuracy, clarity, conciseness and the use of *plain* English).
- Practical exercises to develop your minute-taking techniques.