

Minute Taking

Audience

Anyone who needs to take records of meetings and wishes to improve their minute taking skills. This one-day minute taking course is designed to help the minute-taker / secretary take minutes which are accurate, and to do this with speed and confidence.

Aims

By the end of this course delegates will have:-

- Considered what preparation is needed before and during the meeting
- Understood their role and that of the person chairing and other participants
- An understanding of the purpose and importance of minutes
- Sharpened their listening skills
- Reviewed different methods of note-taking
- Drafted minutes of a meeting

Course Content

Purpose and importance of Minutes

- What are Minutes and what they are used for
- Level of importance
- Who needs them - distribution list
- Important factors in their writing
- Formulation of formal/informal agendas
- Role of the Minute Taker

Before the meeting

- Preparing yourself
- Preparing the room

At the meeting

- Taking Minutes
- What to write
- Techniques for speed writing
- How to write it
- Listening and Concentration

- Difficulties during a meeting and overcoming difficulties
- Interrupting - the right to do so and how to do it

Writing the minutes

- Grammar - sense
- Reported speech - tenses, third person
- Variety in verbs
- Active and passive voice
- Spelling and punctuation checks (homophone reminders)
- Techniques for paraphrasing / summarising
- Bullet points
- Positive language
- Mood / opinions / jargon / slang
- Action / approved / proposed / seconded