

MINUTE & NOTE TAKING

Duration One Day

Who Should Attend

Anyone who would like to improve their skills both in minute and note taking and in processing the documents.

Overview

Minutes that are well written, identify Actions and Accountabilities and are distributed promptly, contribute greatly to the effectiveness of meetings. In this course, participants will learn tips and techniques that are largely unknown to people who are soldiering on through trial and error.

Outcomes

Participants will be better able to take minutes and notes and process them in an efficient and professional manner. They will be able to:

- Identify different types of meetings, the agenda and what that means regarding note taking or minutes
- See the need for developing the relationship with the chair
- Understand the Principles on Note Taking
- Understand the purpose of minutes and notes and what the receiver expects from them.
- Use techniques for ensuring notes and minutes are easily read and understood.
- Know what to include and what to leave out.
- Turn notes into a well presented, accurately punctuated and spelled, written document.
- Identify important deadlines for the distribution of minutes and notes.

Content

The programme is participative with the creation of meeting scenarios with lots of practice opportunities in pairs and small groups and includes the use of real examples to enhance the learning. Participants are welcome to bring their own examples for analysis and feedback and best practice examples will be introduced. Everyone receives a comprehensive set of Course Notes to support their learning.

Pre-Course Work

None