
Minute Taking

Course Duration : 1 day

Course Overview

Minutes are a vital method of recording information and capturing thoughts and ideas. It is important that this becomes an easy process. This Minute Taking course illustrates the various stages of minute taking and covers invaluable techniques.

Prerequisites

- No previous knowledge is required.

Course Content

Introduction

Background
Cycle of a meeting
The participants - roles and responsibilities

Sections of a Meeting

Introduction/welcome, apologies
Committee business, Minutes of the last meeting
Matters arising, reports
Agenda items, any other business
Date of the next meeting

Personal Preparation

Reading the agenda and papers
Talking to the chairperson and others
Considering who's who
Confirming administrative arrangements
Getting the equipment together
Signed copy of the minutes
Last minute minute taker
Personal preparation checklist

Create the Right Environment

Creating a professional impression
Freshening the room
Layout and refreshments
Be there to greet
Mobile phones and pagers

Attending the Meeting

Where to sit
Finding out who's who
Not understanding
Hearing
Minuting and argument
Skivvyng
Coping with numbers/figures
Maintaining concentration and focus
Contributing minute taker



Taking Notes

The mechanics of writing
Taking notes
Looking as well as listening
The message not the words
Developing the skills

Structuring Notes

Following the agenda
Structuring the notes
Using the structure

Writing up the Minutes

Speeding up the process
If you can't type them for a few days
Get the chairperson's approval
Dealing with amendments

Style of Minutes

Summary
Verbatim
Action

Recording Decisions and Actions

The action triangle
Where there is no outcome
Layout of action points
Where there are several action points

Layout

Page layout and headings
Layout for 'present' etc
Numbering

Business English for Minutes

Vocabulary and spelling
Abbreviations
Punctuation
Hyphens
Exclamation marks

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises