

Minute Taking Made Simple

Programme Outline

Who can benefit?

The course is suitable for delegates who are required to take minutes at meetings.

Course Objectives

- Understand the principles of minute taking
- Recording a meeting effectively
- Explain effective listening and highlight four points in relation to effective listening
- Accurately document action points
- Write/type minutes accurately
- Understand the importance of accurate minute presentation

Course content

- Introduction to effective meetings
- Assertive behaviour
- Meeting preparation
- Organisational processes
- Effective tools for note/minute taking
- Formal presentation of minutes
- Action planning

Course Duration

1 day