

Effective Minute Taking - One Day

The aim of this 1-day event takes minute takers through every stage of the process, clarifying objectives and standards and removing the fear that afflicts many people when confronted with the task. It equips them with ideas for successful preparation, listening, analysis and note-making and introduces them to the principles of clear, effective minute taking .

This event is highly participative and provides an opportunity for every delegate to take minutes and gain feedback to build confidence in minute taking skills.

Content

Before the meeting

- Writing a clear and concise agenda
- Key responsibilities of the Minute Taker prior to the meeting
- Working with the Chair in partnership

Skills in Minute Taking

- Developing listening skills
- Styles of note-taking
- Identifying what's important/relevant
- Unravelling technical conversations
- Managing attendees

The Minutes

- Styles of Minutes
- Structuring your minutes
- How to present your minutes

Having a Go

- Have a go at minute taking and gain feedback
- Action plan for confident minute taking

