

Minute Taking – A Practical Guide

Objectives: To learn how to liaise with the chairperson to prepare the meeting and agenda. To reduce the time it takes to produce accurate minutes with confidence. Learn a speed writing technique that will work for you when taking minutes. To identify and capture the key points of a discussion. Increase your confidence to produce accurate minutes

Designed for: Anyone who is required to organise meetings, take factual records of meetings and distribute action points afterwards.

Prerequisites: None.

Course Content:

Agenda and Meeting Preparation

- Liaising with the Chairperson
- The agenda – its preparation and purpose

The Meeting

- What makes a successful meeting?
- Why are meetings/minutes important?

Methods of Note-taking

- Speed writing techniques
- Key to accuracy when taking notes
- Identifying and capturing key points

Writing the Minutes

- Converting our notes to text
- Using correct business language
- Identifying a structure and format suitable for your needs
- Awareness of Freedom of Information and Data Protection Acts, as they relate to minutes
- Producing minutes that accurately reflect their purpose and are reader-friendly – within an acceptable time frame

Group Activity

- Exercises will take place throughout the day which allow participants to gain practical experience of key skills, including the opportunity to work with scenarios taken from actual meetings and to practise taking individual minutes.

Duration: 1 day workshop

What Next?

- Executive PA – Providing Top Level Support

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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