

# Minute Taking

## A Practical Guide

**DURATION:** One day

**SUITABLE FOR:** Individuals who are required to organise meetings, take records of meetings and distribute minutes.

**OBJECTIVES:** By the end of the course you will be able to:

- Learn how to liaise with the chairperson to prepare the meeting and agenda
- Reduce the time it takes to produce accurate minutes with confidence
- Learn a speed writing technique that will work for you when taking minutes
- Identify and capture the key points of a discussion
- Increase your confidence to produce accurate minutes

## PROGRAMME

### Introduction & Workshop Objectives

- What are we going to cover?
- What are your priorities?

### Agenda and Meeting Preparation

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

### The 'Effective' 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

### Drafting the Minutes

- Converting notes to text
- Using correct business language and grammar
- Identifying a suitable structure and format
- Awareness of Freedom of Information and Data Protection Acts, in relation to minutes
- Producing minutes that accurately reflect their purpose and are reader-friendly, within an acceptable time frame

### The Way Forward

- Taking ideas back to the workplace and putting them into action

For more information or to book please call **020 7256 6668** or email [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)

The best way to predict the future **is to create it.**