

Minute Taking Skills

Course Aims

The style and formality of meetings can vary depending on the company or organisation but in most cases Minutes are required to provide a record of what happened. This one day instructor led course has been designed to enable delegates to understand and practise the skills needed for preparing accurate and effective Minutes of meetings, conferences and presentations.

Course Outline

- **Preparation for the Meeting**
 - Administration for the meeting
 - Meeting documentation
 - Setting the Agenda
 - Different styles of Agenda
 - Preparing an Agenda
 - Distributing the documentation
- **During the Meeting**
 - Identifying participants
 - Listening and summarising
 - Different styles of notes
- **Writing the Minutes**
 - Different styles of Minutes
 - Sections of Minutes
 - Writing clearly and concisely
 - Decisions and actions
- **Action plan**
 - Drawing up an action plan
 - Refining your technique

Who will benefit from the Minute Taking Skills course?

This course will benefit all individuals whose role in the workplace includes responsibility for taking and preparing Minutes. Delegates new to Minute Taking will have an opportunity to gain in confidence as they develop their skills during the day.

By the end of the course delegates will have gained the following benefits:

- Developed an appreciation of the importance of preparation before the meeting
- Practised improving listening skills
- Gained an understanding of what needs to be recorded
- Practised taking down the notes
- Looked at how to produce the final professional document

This course is one of Keys Training's scheduled Business Courses. The course can also be presented as a closed company specific course at venues across the UK, and if requested the content can be tailored to meet precise organisational needs.

