

# Minutes Taking Made Simple

1 Day MT

## OVERVIEW

Make minute taking a complete breeze. Using a few simple yet brilliantly effective techniques, participants can be in total control, get to the heart of the meeting and have the confidence to know that they've got everything covered.

A minute taker has a key role in ensuring meetings are productive. They want to be confident and competent in this role. Throughout the day, the trainer will take the participants through a step-by-step approach to producing effective minutes – giving templates to help them produce structured agendas and take notes effectively. Practical exercises will help them build confidence and put ideas into practice.

## DESIGNED FOR

Designed for those who need the confidence and skills to produce accurate minutes.

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- Save valuable time and gain confidence in their role as minute taker.
- Work in partnership effectively with the chair and colleagues when preparing the agenda, meeting papers and minutes.
- Recognise their own barriers to active listening – and overcome them – to help maintain concentration and capture key points.
- Try out new, tried and tested note-taking techniques.
- Pick out key points from discussions.
- Ultimately produce a clear, concise set of minutes.

## TOPICS COVERED

### Before the Meeting Guidance on how to set up a meeting

- The importance of a structured agenda to guide people through a meeting
- The minute-taker and the chair – working in partnership

### The Difference Between Hearing and Actively Listening

- Maintaining concentration when interest is fading
- Tips to overcome personal barriers to listening

### Note-Taking – there is more than one way

- Different ways to take notes in different situations
- What information is not necessary to note?
- Do the action points stand out with time-frames and those responsible?

### The Final Stages

- Making sense of the notes – immediately after the meeting is the language used 'reader-friendly'?
- The need to make the minutes visually appealing
- Formatting and structuring the minutes for clarity and professionalism
- Checking for accuracy – facts, grammar and punctuation
- Have the minutes achieved their purpose?

### Action Planning

- Creating your personal action plan for the future



## EXTRA NOTES

*Further Development:  
Professional Written Communication (PWC)  
Writing Effective Reports (RW)*

*An equivalent course is available in Arabic and French. Please call us for details.*