xceedtraining

Minute Taking

The ability to take accurate and concise minutes is an essential skill. Meetings are arranged to achieve clear objectives; however the success of a meeting is measured by the actions that follow. Producing accurate easy to understand minutes is vital to ensure that the thinking and the decisions made are accurately documented and auctioned.

This practical one day workshop enables delegates:

- Understand the responsibilities of the minute taker
- To disseminate key decisions,
- Apply different layout styles
- Listen effectively
- Select and order the information
- Improve the layout and grammar of your minutes for greater clarity
- Question to clarify meaning
- Produce professional minutes that gain commitment and prompt action

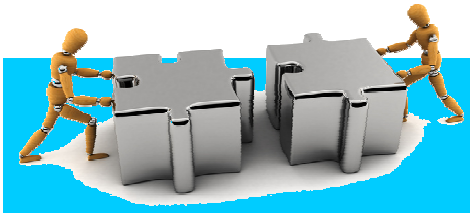
Who will benefit

Anyone who is asked to take minutes at business meetings that has not had any previous training

Course Outline

- The Purpose of Meetings
- The Different Types of Meetings
- Types of Minutes
- Working with the Chair
- Who does what and when?
- Using the Agenda
- Taking Minutes
- Effective Listening
- How to Take Notes
- Converting notes to minutes
- Being Selective
- Sorting Information
- Producing Minutes
- Achieving accuracy, brevity and clarity
- Using correct format, structure and style

Continued...



Contact Us:

Mill 3 Unit L4F
Pleasley Vale Business Park
Pleasley
Mansfield
Notts NG19 8RL
T: 01623 811 935 F: 01623 811 957
www.xceedtraining.co.uk

xceedxpectations

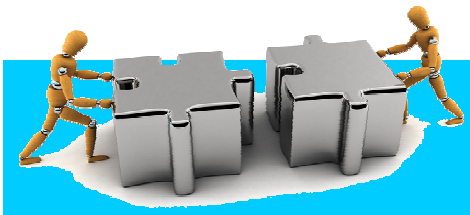
xceedtraining

Minute Taking

- Producing minutes to meet the purpose
- Structure and Clarity
- Considering Writing Styles
- Developing the Right Tone
- Using Professional Language
- Knowing What to Avoid
- Personal Action Plan

Duration

1 day



xceedxpectations

Contact Us:

Mill 3 Unit L4F
Pleasley Vale Business Park
Pleasley
Mansfield
Notts NG19 8RL
T: 01623 811 935 F: 01623 811 957
www.xceedtraining.co.uk