

Effective minute taking

Synopsis

To produce excellent minutes you need to be prepared, take good notes, understand the purpose of the minutes and have a sound grip on the basics of good written communication.

This course addresses all of these points.

Duration

2 - 3 hours

Format

The course uses a video of a meeting as the basis for exercises and discussion. The tutor uses feedback on delegates' work to bring out and reinforce the key techniques and learning points.

Delegates

Anyone with responsibility for taking formal or informal minutes

Maximum 12 per course

Outcomes

As a result of attending the course, you will be able to:

- develop a well-organised approach to taking minutes
- prepare more effectively, including liaising with the Chair
- plan before writing (actions or matter of record?)
- select an appropriate format
- ensure the writing suits the readers
- produce minutes that are concise, clear and easy to read
- use techniques which will help you to present complex proposals clearly and succinctly
- summarise effectively
- review your work effectively

Content

Identifying the problems

- 'Have a go' minute taking exercise
- What goes wrong?

The basics of good writing

Practical techniques to improve minute taking

- Formal requirements
- Action based minutes – identifying actions and outcomes
- Matter of record – recording arguments and key points
- Personal assertiveness as minute taker
- Abbreviation
- Use of templates, styles, presentation, layout

A clear guide to good practice

- What will I do differently in the future?