

E-learning: Mastering Minutes

Synopsis

We've all been there...that feeling of dread after being asked to take the minutes of a meeting.

This course is all about writing effective minutes. You'll learn how to manage your note taking, as well as getting a host of tips to ensure that you prepare complete, concise and well-structured minutes that you'll be proud to share.

Duration

1 hour distance learning CPD

Format

You can work through the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

Delegates

Perfect for anyone working in a law firm who is responsible for taking minutes of meetings – including paralegals and support staff. The course is also available as an Online PSC Elective for trainee solicitors.

Outcomes

As a result of completing this e-learning course on writing minutes you will:

- understand the importance of liaising with the Chair so you understand what kind of minutes are required
- understand how a good agenda can help the minute-taker
- know how to prepare your notepad to ensure you take notes effectively
- be able to take notes that can easily be turned into minutes
- know what to include and what to leave out of the minutes
- be able to prepare complete, concise and well-structured minutes

Content

The course uses video and exercises to take you through the following topics:

- Preparation before a meeting
- Taking notes
- Turning notes into minutes
- Approval and circulation of minutes

You will be able to download templates as you work through the course. At the end of the course you can download a pdf with our top tips.