

PSC Elective – effective minutes and attendance notes

Synopsis

A key skill for trainees is the ability to write clear and complete minutes and attendance notes.

This course addresses common problems when taking minutes and notes, and provides writing tips and techniques.

Duration

2 - 3 hours

Format

The course uses video reconstructions of meetings 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

Trainees who take formal or informal minutes and write attendance notes
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 and notes
- prepare and plan more effectively
- select an appropriate format
- ensure the writing suits the readers
- produce minutes and attendance notes that are concise, clear and easy to read
- use techniques to present complex proposals clearly and succinctly
- summarise effectively
- review your work effectively

Content

Identifying the problems when taking minutes

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

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

The basics of good writing

Taking attendance notes

- 'Have a go' attendance note exercise
- What to record

A clear guide to good practice

- What will I do differently in the future?