

Concise Minute-Taking

Learn via: **Classroom**

Duration: **1 Day**

<https://bilginc.com/en/training/concise-minute-taking-743-training/>

Overview

This course will guide delegates step by step through the minute taking process, equipping them with ideas for successful preparation, listening, analysis and note-making. The event is highly participative and provides an opportunity for every delegate to take notes in an agreed format.

From formal AGMs to weekly staff gatherings, as a minute taker you will be expected to provide an accurate record of meetings to ensure that the right amount of detail for follow up decisions is recorded - as well as a clear summary for future action and reflection.

Target Audience:

You will benefit from this course if you are expected to take accurate and professionally produced notes or minutes.