

Concise Minute-Taking

Learn via: **Classroom / Virtual Classroom / Online**

Duration: **1 Gün**

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.

What You Will Learn

- The meeting - what you should do before, during and after.
- The role and responsibilities of a chairperson.
- Styles of agenda.
- Setting the agenda.
- Barriers to listening.
- Listening and summarising a conversation.
- Using subject and viewpoint.
- Methods and style for taking notes.
- Simplifying expressions and editing redundant expressions.
- Styles of minutes.
- Sections of minutes.
- Recording decisions and actions.
- Practising minute taking.