

### Minute Taking Made Simple

## OVERVIEW

Course duration: 1 day.

Make minute taking a complete breeze. Using a few simple yet brilliantly effective techniques, you can be in total control, get to the heart of the meeting and have the confidence to know that you've got everything covered.

A minute taker has a key role in ensuring meetings are productive. You want to be confident and competent in this role. Throughout the day, the trainer will take you through a step-by-step approach to producing effective minutes – giving templates to help you produce structured agendas and take notes effectively. Practical exercises will help you build confidence and put ideas into practice.

## IS IT RIGHT FOR ME?

Designed for those who need the confidence and skills to produce accurate minutes.

## WHAT WILL I LEARN?

By the end of this course you will be able to:

- Save valuable time and gain confidence in your role as minute taker.
- Work in partnership effectively with the chair and colleagues when preparing the agenda, meeting papers and minutes.
- Recognise your own barriers to active listening – and overcome them – to help maintain concentration and capture key points.
- Try out new, tried and tested note-taking techniques.
- Pick out key points from discussions.
- Ultimately produce a clear, concise set of minutes.

## PRE-COURSE ACTIVITY

You may want to bring a sample of minutes you have produced to review and refer to on the day. You will be asked to complete a pre-course questionnaire which will help the trainer to focus on individual needs.

## WHAT WILL IT COVER?

Before the Meeting - Good Preparation will help you with your Note Taking

- The roles and responsibilities before the meeting
- The importance of a pre meeting with the chair
- How the agenda can help you pull out the salient points
- How to work in partnership with the Chair

Difference Between Hearing and Actively Listening

- Maintaining concentration when interest is fading
- Tips to overcome personal barriers to listening

Note-Taking – There is More than One Way

- Different ways to take notes in different situations

- What information is not necessary to note?
- Do the action points stand out with time-frames and those responsible?

#### The Final Stages

- Making sense of the notes – immediately after the meeting is the language used ‘reader-friendly’?
- The need to make the minutes visually appealing
- Formatting and structuring the minutes for clarity and professionalism
- Checking for accuracy – facts, grammar and punctuation
- Have the minutes achieved their purpose?

#### Action Planning

- Creating your personal action plan for the future