

Course Outline | Minute Taking

1 day(s)

Overview

This one-day training course has been designed to develop an understanding of the role of a minute taker, to recognise the importance of minute taking, and to teach essential techniques for producing minutes.

Course Outline

What is Minute Taking?

- Why take Minutes in a Meeting?
- What can go wrong?

Roles and Responsibilities

- What are your responsibilities?
- What are the responsibilities of others at the meeting?

What Skills Do You Need?

- Identifying all the skills and which need to be improved

Minutes Styles

- Choosing a Style
- Creating Informal Minutes
- Creating Minutes in an Interactive Meeting
- Recording Formal Minutes - Motions and Resolutions

Techniques for Preparing Minutes

- Techniques in Word for quick formats
- Top Techniques for Preparing Minutes
- Writing Minutes
- Editing Minutes

Developing Your Minute Taking Skills

- The Importance of Body Language
- Communication Skills

Summary