

Minute Taking for Better Meetings

Course Summary

Description

Meetings are an important part of the group decision-making process. With today's flatter, less hierarchical organizations, one week you could be asked to chair a meeting and the next week to record the minutes. Minutes are a record of the group's decisions and action items and it is vital that they are clear, concise, and accurate. This seminar helps participants to understand the full range of their role and responsibilities as Minute Takers, to work effectively with the Chair and to produce agendas and minutes in a variety of styles – formal, informal and action.

Participants will take part in a mock meeting to gain a practical understanding of the roles of Chair and Minute Taker, to practice taking accurate notes and producing correct minutes. Active learning takes place in a relaxed and fun environment.

Participants will be encouraged to summarize their key learning points and prepare a short action plan to implement on their return to work.

Objectives

After taking this course, students will be able to:

- Develop and practice skills in active listening and note-taking
- Develop and practice writing minutes in different styles – formal, informal and action
- Use reported speech correctly
- Prepare an agenda
- Recognize the importance of working closely with the Chair

Topics

- Agenda
- Taking Notes at the Meeting
- Producing Minutes

Audience

This course is designed for anyone who needs to take factual records of meetings.

Prerequisites

There are no prerequisites required for this course.

Duration

One day

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Course Outline

- I. Agenda**
 - A. How to structure an agenda – sample formats
 - B. Role and responsibilities – working with the Chair
 - C. How to amend the agenda

- II. Taking Notes at the Meeting**
 - A. Identifying irrelevant discussion
 - B. Developing active listening skills
 - C. Taking accurate notes

- III. Producing Minutes**
 - A. Role and responsibilities of the Minute Taker
 - B. The importance of preparing for the meeting
 - C. The conventions of minutes and notes of meetings
 - D. Using reported speech and plain English
 - E. Punctuation and numbering
 - F. Sample formats
 - G. Distribution of the minutes