

Taking the Minutes

INTRODUCTION

Designed for anyone with responsibility for taking the minutes at meetings, this course enables delegates to identify area which need to be noted, improve their listening skills and prepare minutes in a conventional format

COURSE OBJECTIVES

By the end of the course, delegates will be able to:

- **Prepare** effectively for meetings
- **Choose** and use a suitable method of note taking
- **Follow** accepted conventions for the format of minutes
- **Recognise** and avoid common obstacles to effective listening and develop effective listening skills

COURSE CONTENTS

Preparing for the Meeting

Producing the Minutes

Basic principles of minute writing
Readership and purpose
Role of the minute taker

Format of the Minutes

Core format and structure
Language and style
Layout and design

During the Meeting

Successful listening
Taking and using notes

Personal Development Action Plans

COURSE DURATION: 1 Day Course

www.oaktree-training.co.uk

