

MINUTE TAKING



Taking minutes is a skill ... yet very few people who are responsible for taking minutes ever receive any training or help.

- Develop the confidence to take clear and concise minutes of any meeting
- Choose a suitable method of note-taking
- Effective listening techniques
- Identifying important points to be minuted and knowing what to ignore

COURSE OUTLINE

- Types of Meetings
- Role of the Minute Taker
- Effective Listening Skills
- Note Taking
- Speed Writing
- Identifying important points
- Writing the minutes
- Different styles of minutes
- Use of grammar and style
- Exercises on taking minutes of a meeting and writing of the minutes

Who should attend?

Anyone who needs to take minutes of meetings

Prerequisite

No formal entry requirements

Duration

One Day

Assessment Format

This is a non-certificated programme

Programme Delivery

- In-House
On dates to suit your organisation

What's Next?

Delegates may wish to continue on to:

[Effective Business Meetings](#)

See www.careerstepsltd.co.uk for a range of Personal and Team Development programmes



Further Information

For further details on this programme or to discuss whether it is suitable for your needs, please contact us on **0870 0660 328** or email training@careerstepsltd.co.uk