

## Duration

1 hour 45 minutes

## Suitable For

For anyone with the current or future responsibility for taking minutes at meetings.

## Objectives

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

- Explain the purpose of minutes and why they are important
- Explain the elements which contribute to effective minute taking and decide which are appropriate for their environment
- Identify what information should be captured in meeting minutes and what information should be avoided
- Decide on the appropriate style for minute taking in given situations, eg verbatim, third party reporting or just action points.
- Identify the method of recording minutes which is the most effective for them

## Course content

- The purpose of taking minutes at a meeting
- Preparation for minute taking
- Techniques that can be used during the meeting to ensure the quality of the minutes
- Post meeting actions
- Designing a template to facilitate minute taking