

Effective Minute Taking

Duration:

One day

Objective

Effective minute taking is designed for staff who have the responsibility for organising and attending meetings in a support function.

By the end of this course participants will be able to

Understand the role and responsibilities of the minute-taker in meetings

Organise an effective meeting

Take effective and relevant notes at a meeting

Write clear, accurate and concise minutes

Practise their newly developed skills

Contents

The role of the administrator

Preparing for meetings - compiling a comprehensive checklist

The administrator's responsibilities during the meeting

Post - following up and meeting duties

The function and purpose of minutes

Identifying the challenges of writing effective minutes

Three easily managed methods of taking minutes which allow minute takers to listen to the meeting

Who should attend

Secretaries, Personal Assistants, Managers and Assistant Managers who may all have the responsibility from time to time of taking minutes at meetings and will therefore be expected to follow up and report accordingly.

Course benefits

This one day course includes various practical exercises in minute taking which will provide participants with the opportunity to put the learning points of the course into practice.

Additional information

Effective minute taking also provides comprehensive information on how to improve the style of minutes for distribution, including

How to avoid minute speak

Incorporating the elements of good style in minutes - reported speech, passive verbs and tense

Presenting minutes in a professional format

Overcoming the challenges of taking minutes

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in the design and delivery of training programmes for Personal Assistants, Secretaries and Administration Managers. They have been successfully delivering management, administration and 'organisational skills' related training programmes to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.