

## MINUTE-TAKING TRAINING

Generate a [group quote](#) today



**COURSE LENGTH: 1.0 DAYS**

Minutes of meetings are the official records of the proceedings. They are usually signed by the minute-taker and an authorised person and kept on file as a reference. Add minute-taking to your job skills by attending the Minute-taking Training Course, which is one of our most popular courses.

This course teaches you: the importance of minute-taking, the required skills for a minute taker, types of minutes (formal, informal, and action items), what to record during a meeting, minutes of interactive meetings, techniques and tools for minute taking, writing drafts, proofreading, organising and publishing minutes and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MINUTE-TAKING TRAINING COURSE OUTLINE

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### FOREWORD

Improve your meeting outcomes with **effective minute-taking**.

Effective minute-taking will enable your business units to solve many problems and complaints associated with running meetings. In the hands of a competent minute-taker, the following skills will enable managers and staff to effectively action efficiently recorded meeting items.

You will also learn advanced styles of minute taking such as colour-coding and suitable methods for minute-taking in informal, formal and action meeting settings.

### WHO WILL BENEFIT FROM TAKING THIS WORKSHOP?

- Administrative staff and assistants
- Recording Secretary
- Administrative Assistant

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### OUTCOMES

- ▶ Recognise the importance and outcomes of minute-taking
- ▶ Identify and record action items during board meetings
- ▶ Develop skills in active listening, critical thinking, and organisation
- ▶ Understand and customise meeting agreements
- ▶ Record three types of minutes, including formal meetings, informal, and action items
- ▶ Prepare and publish minutes with perfection
- ▶ Take minutes in interactive board meetings
- ▶ Write drafts, proofread and organise minutes
- ▶ Build and maintain a minute book
- ▶ Recognise the outcome of minute-taking for a particular meeting
- ▶ Recognise the role of a minute-taker in achieving larger goals of an organisation
- ▶ Deal with common complaints and difficulties faced by minute-takers
- ▶ Perform the role with expertise using knowledge and skills

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### MODULES

#### Lesson 1: Minute Taking

- ▶ Welcome
- ▶ Role Defined
- ▶ Please define your role
- ▶ What is your take away for today?
- ▶ The effective Minute Taker
- ▶ Problems that can be encountered and how you can overcome them
- ▶ Reflection

#### Lesson 2: Your winning style and how best to communicate with your Manager

- LDP Review – Communication Evolution Tool
- Reflection

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### Lesson 3: Active Listening

- ▶ 5 Ways to improve your listening ability
- ▶ Reflection

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### Lesson 4: Set up for Success – Plan beforehand

- ▶ Taking effective Minutes starts before the meeting has even begun
  - ▶ 1. Agenda Creation
  - ▶ Templates for preparation
- ▶ 2. Room Setup up for the digital era
- ▶ 3. Where to Sit
- ▶ 4. Discreet Interruption Signals
- ▶ 5. Communication Plan
- ▶ Reflection

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### Lesson 5: Determine What's Important

- ▶ Methods of Taking Notes
  - ▶ 1. Mind Mapping
  - ▶ 2. Smart Wisdom
  - ▶ 3. WHAT-WHO-WHEN
- ▶ Do's and Don'ts of Taking Minutes
- ▶ Reflection

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### Lesson 6: Minute Taking gone Digital

- ▶ Revolution of Digital Minute Taking
- ▶ Revolution of Digital Minute Taking with Apps (iPad, phone, laptop)
- ▶ Reflection

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### Lesson 7: Formal vs Informal

- ▶ Formal v's Informal
- ▶ Formal Meetings
- ▶ Informal Meetings
- ▶ Reflection

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### Lesson 8: Reflections

- ▶ Create an Action Plan
- ▶ Accountability = Action

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)