

# TAKE MEANINGFUL MINUTES



## Module One - Preparation for the Meeting

- ▶ Administration for the Meeting
- ▶ Meeting Documentation
- ▶ Different Styles of Agenda
- ▶ The Cycle of a Meeting

## Module Two - During the Meeting

- ▶ The Role of the Minute Taker
- ▶ Positioning
- ▶ Identifying the Participants
- ▶ Setting Ground Rules
- ▶ What to Minute & What Not to Minute
  - Recording Motions & Actions
  - Clarifying Understanding
  - Note Taking Tools
- ▶ Group Dynamics & Working with the Chair
- ▶ Listening & Summarising Techniques
- ▶ Minute Taking Practice

## Module Three - Writing the Minutes

- ▶ Types of Minutes
- ▶ Styles of Writing
- ▶ Word Power
- ▶ Tone
- ▶ Rules for Writing in 'Plain English'

## Module Four - Effective Meetings

- ▶ 6 Tips for Effective Meetings
- ▶ Golden Rules to Follow

## Module Five - Non-verbal Communication

- ▶ The Art of Listening through Your Eyes
- ▶ Groups & Body Language
- ▶ Conversational Gestures

## Module Six - Summary

- ▶ 10 Top Tips
- ▶ Final Checklist

**Course Duration: 1 Day**

**Price Per Delegate: £345**  
(Public Scheduled Course)

**Price Per Course: £1,245**  
(On-Site at Customer Premises)

### Suitable For:

This course has been designed to enable delegates to understand and practise the skills needed for producing accurate and effective minutes of meetings, conferences or presentations.

### Learning Outcomes:

This course will show delegates how to develop an appreciation of the importance of preparing for meetings, practice improving listening skills, gain an understanding of what needs to be recorded, practice taking down notes and looking at how to produce the final professional document.

### Course Preparation:

If possible, it is an excellent idea for delegates to bring examples of the types of written minutes that they will be required to do following their attendance on the course.