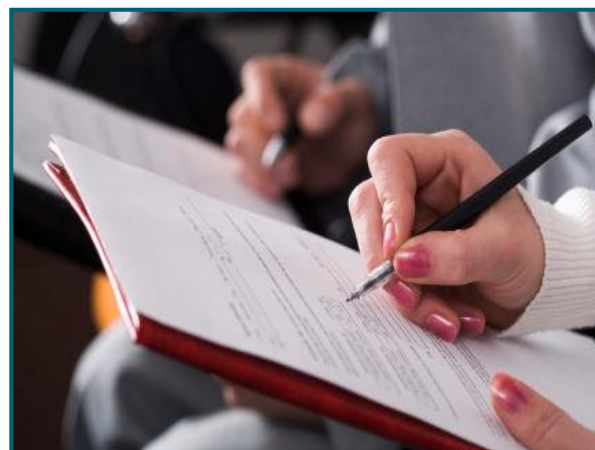


Minute Taking

Learn how to write concise minutes that are easy to read and form an accurate account of a meeting. Discover the various stages of taking minutes, from preparation before the meeting to effective listening and summarising during the meeting, and final production of the minutes after the meeting.

This workshop is aimed at anyone who takes minutes as part of their work, whether new to the job or more experienced, taking minutes for occasional team meetings or formal Board meetings. Upon completion of this workshop you will be equipped with the knowledge and skills to write well presented, professional minutes.



Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership based at our Broadwater campus.

What will I gain from this workshop?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance and easy to follow hand-outs.

What are the specific details?

Price £85.00 per person

Duration Three hours

For further information on other workshops, please visit our website:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For group rates from £40 per person, or enrolment, please contact the Northbrook Commercial Services team on:

☎ (01903) 273 114

✉ business.solutions@nbcol.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Northbrook Commercial Services, Broadwater Road, Worthing, West Sussex, BN14 8HJ

What will I learn on this workshop?

This workshop will cover:

- > What are minutes and why are they important?
- > Preparing to take minutes:
 - Role of the minute-taker
 - Are you ready?
 - Who's who at the meeting?
- > Taking minutes
 - What to write?
 - How to write it?
 - Effective listening
 - Overcoming common difficulties
 - Taking minutes - practical activity
- > Presenting minutes
 - Layout
 - Writing style (grammar/language)
 - Presenting minutes – practical activity
- > Tips for successful minutes