

Minute Taking

What are the specific details?

Duration Three hours.
Cost £85.00 per person.

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.

Who is this course suitable for?

Suitable for learners with some awareness of this area who want to develop their knowledge to aid their employment opportunities and for those in employment as part of their continuous professional development.

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.

How is the course delivered?

The Business Solutions 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.

What will I gain from this course?

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

What will I learn?

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

For further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

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🌐 www.northbrook.ac.uk/BusinessSolutions

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