

# Minute Taking (Half Day or Full Day)

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## Aims & Objectives

To enable delegates to know why and how to take minutes efficiently and effectively.

## Outcome

Delegates should be able to:

- Recognise how vital the minutes are to the success of a meeting
- Have a structured plan on how minutes should be recorded
- Build confidence in their minute taking abilities and learn the short cuts to accuracy.

## Course content

### **Key topics include:**

- Good Follow-up
- Sooner, not later
- Do's & don'ts of minute taking
- Personal preparation
- Draft minutes
- Minutes as recorded speech
- Structuring notes
- Agreed action
- Difficulties arising from minute taking
- Diplomacy or truth?

**The course can include up to 12 delegates and can also be half of the full day course “Effective Meetings and Minute Taking.”**