
Mastering Minute-Taking

Level **3**

Most minute taking courses tell you what you need to know, to take effective minutes, but this hands- on and practical course also tells you precisely how to do it!

The course is based on sound theory of good minute taking, along with many real-life examples from the current world of work so that delegates can go back to their jobs straight away with the ability to take minutes in meetings confidently and professionally.

Course duration:

One day, including comprehensive course materials, course booklet, refreshments and lunch.

Course costs:

Please check the website

Course dates:

For course dates, please check the website:

www.adamfidler.academy

What you can expect to learn from this course:

- Minutes in the context of today's business organisation – the cycle of a meeting, types of meetings, why minutes are necessary.
- The things you need to do before, during and after a meeting – why proper preparation is key. Your role as the Meeting Manager.
- How to produce agendas and other meeting papers.
- How to operate in the meeting itself – how to take notes, how to listen, what to listen out for, how to structure your notes and how produce a summary in the meeting.
- Identify and produce different types of minutes, especially the most common type of action minutes.
- Summarise meeting content more effectively during the meeting itself.
- How to write up your notes after the meeting – with tips on writing style, tone and language.
- Useful and commonly-used phrases and 'good' vocabulary to use when writing up your minutes.
- How to set out and format your final set of minutes.
- How to deal with amendments in minutes and feedback from others when the minutes have been circulated.