

DURATION: One day

SUITABLE FOR: Individuals who are required to organise meetings, take records of meetings and distribute minutes

Objectives

By the end of the course you will be able to:

- Learn how to liaise with the chairperson to prepare the meeting and agenda
- Reduce the time it takes to produce accurate minutes with confidence
- Learn a speed writing technique that will work for you when taking minutes
- Identify and capture the key points of a discussion
- Increase your confidence to produce accurate minutes

Programme

Introduction & Workshop Objectives

- What are we going to cover?
- What are your priorities?

Agenda and Meeting Preparation

- Liaising with the Chairperson
- The agenda – its preparation and purpose

The 'Effective' Meeting

- What makes a successful meeting?
- Why are meetings/minutes important?

Methods of Note-Taking

- Speed writing techniques
- Key to accuracy when taking notes
- Identifying and capturing key points

Drafting the Minutes

- Converting notes to text
- Using correct business language and grammar
- Identifying a suitable structure and format
- Awareness of Freedom of Information and Data Protection Acts, in relation to minutes
- Producing minutes that accurately reflect their purpose and are reader-friendly, within an acceptable time frame

The way forward

- Taking ideas and techniques back to the workplace and putting them into action



CPD Certified
6 Learning Hours, 6 Points

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk