

Minute Taking Made Easy

Pre-course note:

In order to get the most from this course, learners are asked to bring along a set of their own minutes to share with colleagues and work on. Our intention is to develop these minutes during the course, providing maximum benefit and giving experience that is directly relevant to each delegate's needs.

Introduction / Course Aim

This interactive training course has been designed to develop an understanding of the role of a minute taker, to recognise the importance of minute taking, and to teach essential techniques for producing minutes that include all the information required, in the most suitable format for the occasion. There is also some discussion of how to overcome some of the problems that arise in the role of minute taker.

Course Objectives:

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

- Explain the tasks you will undertake and some solutions to problems you might experience when minute taking
- Demonstrate listening skills, discretion, being able to discriminate between information that is needed and that which is not required
- Recognise where the meeting agreements might be and how these might impact your organisation's meetings
- Identify which style of note/minute taking is applicable to your organisation and recognise the main styles.
- Explain the preparation required to produce an initial rough draft set of minutes and use effective techniques to edit and proof-read them.
- Demonstrate how to act as a recorder / facilitator at an interactive meeting, how to support active members and type up notes post-meeting.
- Explain how to record and file your minutes in a logical order and identify in what form and where the recorded minutes are going to be filed.
- Explain the importance of professionalism, tact and discretion in conveying impressions to others during the meeting.

Course Outline

A sample of what is covered includes:

Section 1:

Course Introduction and Overview

Section 2:

The role of a minute taker

What problems you may face

Solutions to problems

Section 3:

The skills of a minute taker

Attributes of a minute taker

Section 4:

Meeting agreements
Terms of reference

Section 5:

Minutes styles - agreeing which style is most representative for your needs
Choosing a style
Informal minutes
Action minutes
Formal minutes
Recording motions and resolutions

Section 6:

Techniques for preparing minutes
Writing minutes
Editing minutes

Section 7:

Taking minutes in an interactive meeting
Your role
Members being able to participate

Section 8:

Filing of minutes
File storage
File retrieval

Section 9:

Developing your minute taking skills
Appearances
Listening skills

Section 10

Your personal action plan

