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Successful Meetings and Minutes



DURATION

1 Day

COURSE OVERVIEW

This course is designed to help delegates understand the Agenda and Meeting & Minutes cycle. You will learn about the role about the minute taker and how to work successfully with the person chairing the meeting. You will also gain increased confidence in minute taking abilities by understanding the power of effective document preparation and enable you to take concise minutes that will be easy to read back and form an accurate document of the meeting.

TARGET AUDIENCE

This course is appropriate for anyone involved in organising meetings and taking minutes.

LEARNING OBJECTIVES

On completion of this course, delegates will be able to:

- Understand the cycle of a meeting.
- Understand the importance of agendas.
- Format an agenda.
- Use techniques for drafting and writing effective minutes.

PRE-REQUISITES

There are no specific pre-requisites for this course but it is helpful to have good secretarial/administration skills.

COURSE OUTLINE

The following topics will be covered in this course:

- The cycle of a meeting.
- Producing a notice of the meeting.
- Understanding the importance of an agenda.
- Formulating an agenda (format and content).
- Learn the roles and responsibilities of a minute taker.
- Develop techniques for drafting and writing effective minutes such as:
 - Preparation
 - Listening skills
 - Note taking
 - Sorting information effectively
 - Grammatical issues
- Dealing with the typical concerns of a minute taker.