Duration: 1 Day
Course Code: SSG10

Course Description:

This course aims to give delegates the skills, tips and shortcuts to ensure that your meetings are productive and effective and that vital information is not lost through poor minute taking.

Who Should Attend Notes And Minute Taking Training?

- Anyone who is new to or regularly requested to take notes and minutes of meetings.

Benefits From Attending The Training:

- Identify the Responsibilities of the Minute Taker
- Sort Out Facts
- Be Selective in Recording Information
- Have the Confidence to Interject for Clarity
- Layout Information in a Style Suited to the Audience

Course Contents:

- Taking Meeting Minutes
- Purpose of Meetings, Purpose and Styles of Minutes
- How to Prepare Well Before Taking Minutes
- Working with the Chair - Getting his/her Help with your Minute Taking
- Listening Skills
- Improving Note Taking
- Develop Skills in Speed Writing Techniques
- Turning Notes into Minutes
- Editing
- Summary and Action Plans

Related Courses:

- Business Writing Skills | Duration: 1 day | Code: SSG03
- Interpersonal Effectiveness | Duration: 1 day | Code: SSG18
- Microsoft Word | Duration: 1 day | Codes: ITS06 | ITS07 | ITS08

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals