

Minute Taking Workshop – 1 Day

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: An assurance of closure, a strong chair or leader, and accurate minute taking. It has been said that if the meeting minutes are not accurate, then the meeting may just as well not have taken place.

Workshop Aim:

This one-day minute taking workshop helps minute-takers understand their role and the best techniques for producing meeting minutes that include all the essential information needed.

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What you will take away from the Workshop:

- Recognise the importance of minute-taking and be able to use them to their resolve many of the complaints that plague minute-takers
- Be able to write minutes that are suitable for formal, semi-formal meetings and action minutes
- Develop the essential skills of an effective minute-taker

Workshop Content:

- The Role of a Minute-Taker
- Handling common problems you experience
- Developing a meeting agreement
- The need for good minutes
- Techniques for Preparing Minutes
- Bylaws and Procedures
- Taking Minutes in an Interactive Meeting
- Listening skills
- Behind the scenes

Pre-course Activity: To gain the maximum benefit from the course, you will be sent an activity to complete which asks you to consider your experiences of presentations. This will help you set the context of the course and will be used in the training as part of the course activities.



For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com

