

MINUTE TAKING

COURSE CONTENT OVERVIEW



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This e-learning course has been designed to educate those who are tasked with taking minutes in a meeting about how they can successfully and confidently fulfil their role. It will teach them how to prepare for taking minutes beforehand, how to effectively make notes during a meeting, and how to correctly produce the official Minutes document afterwards.

The course is designed for those who are starting out as a minute-taker and are unsure where to begin. It is equally suitable for anyone who is in a secretary or minute-taker role and wishes to strengthen their minute taking skills. It will explore the minute taking process in detail and familiarise you with good practices.

Module One: Introduction

This module provides an overview of minute taking and introduces you to the fundamentals that all minute-takers should know. It explains what minute taking is, its importance, and what your role as minute-taker entails.

- What is minute taking?
- Why is minute taking important?
- The minute-taker
- The minute-taker's role
- What needs to be recorded?
- The chairperson
- Key definitions

Module Two: Preparation

This module looks at the preparatory stage of the minute taking process. It explains the importance of producing agendas and templates, researching as thoroughly as you can, gathering appropriate equipment for use within the meeting, and taking certain documents with you into the meeting.

- The agenda
- Preparing an agenda
- Agenda items
- Reading the agenda
- Preparing templates
- Do your research
- Preparing equipment
- What equipment will I need?
- Anything I should avoid using?
- What documents will I need?
- Arranging for other equipment

Module Three: During the Meeting

This module provides a comprehensive guide to taking notes effectively during a meeting. It addresses what your notes should include, what information you should focus on, what style of writing to use, and various other key aspects of good minute taking.

- Entering the meeting
- What should my minutes include?
- Taking minutes
- Writing in bullet points
- Focusing on action points
- Asking questions
- Maintaining focus

- Organising a break
- Recording motions
- Other tips for minute taking

Module Four: After the Meeting

This module will teach you how to best write an official Minutes document once you have minuted the meeting and made notes on key details. It discusses the writing style you should use, what you should include, how the information should be structured, and what to do once you complete the Minutes.

- After the meeting
- Writing the minutes
- What should the minutes include?
- When should I write the minutes?
- What style of writing should I use?
- Style of writing: examples
- Action points
- Useful terminology
- Other sections
- The finished minutes

Aims of the Training

By the end of this course learners will have a thorough understanding of:

- What minute taking is, why it is important for ensuring the success of business meetings, and what the minute-taker's role is.
- The preparatory stages you should go through, including the preparation of agendas, creation of templates, doing research, and gathering all the equipment and documents that you and others will need during a meeting.
- What you should do during a meeting. You will know what to do when entering it, what your notes should include, the style you should use, where your focus should lie, and various other aspects to help you make effective notes during a meeting.
- What you should do after a meeting is finished; namely, the production of the 'final minutes'. You will understand what this document should include, the style in which it should be written, the most effective structure to use, and what to do once it is completed.