

# MINUTE TAKING

COURSE CONTENT OVERVIEW

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This Minute Taking training course is designed for those who are responsible for taking minutes during a meeting. It provides the information they need to successfully and confidently fulfil their role. Clearly divided into four modules that outline what is expected of the minute taker before, during and after the meeting, the course outlines to learners how they can produce the most effective (final) Minutes document.

The course is designed for anyone who is in a secretarial or minute taking role and wanting to strengthen their minute taking skills. It is also suitable for those who are starting out as a minute taker and are unsure where to begin. By the end of the course, learners will fully understand the minute taking process and be familiar with good practices that enable them to professionally and confidently fulfil their role.

#### **Module One: Introduction**

This module provides an overview of the practice of minute taking and introduces you to the basic details 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 it important?
- The role of the minute taker
- What needs to be recorded?
- The chairperson
- Key definitions

#### **Module Two: Preparation**

This module outlines the preparatory stage of the minute taking process. It explains what the agenda should include, the importance of the preparation of agendas, templates, research, equipment, and what documents should be taken into the meeting.

- The agenda
- Agenda items
- Reading the agenda
- Preparing templates
- Research
- Equipment needed
- Arranging for other equipment
- Documents
- Equipment to be avoided

#### **Module Three: During the Meeting**

This module provides a comprehensive guide to taking notes effectively during a meeting. It outlines what your notes should include, what information you should include and exclude, what style of writing to use, and various other key aspects of good minute taking. It also demonstrates the importance of asking questions, maintaining focus, organising a break, and recording motions accurately.

- Entering the meeting
- Taking minutes
- Writing in bullet points
- Focusing on action points
- Asking questions
- Maintaining focus
- Organising a break
- Recording motions
- Minute taking tips

#### **Module Four: After the Meeting**

This module is designed to familiarise you with the process of producing an official (final) Minutes document using the notes you took during the meeting. 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 final minutes
- What to include
- When to write it
- Styles of writing
- Action points
- Useful terminology
- 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.