

COURSE CONTENT OVERVIEW

Minute Taking

This minute taking training course is designed for anyone responsible for taking minutes during a meeting. It provides the information they need to fulfil their role, confidently and professionally. The course is designed to take the learner through the minute taking process, outlining what is expected of the minute taker before, during and after the meeting. It provides a comprehensive breakdown of how to effectively take minutes in a meeting, including the necessary preparation, skills and procedures.

The course is designed for anyone wishing to strengthen their minute taking skills, and is particularly relevant for those working in administrative roles or fulfilling minute taking responsibilities on committees. By the end of the course, learners will fully understand the role of the minute taker and the minute taking process, and be familiar with best practices which will enable them to successfully fulfil their role.

Module One: Introduction

This module provides an overview of the practice of minute taking and provides you with key knowledge for all minute takers. It explains what minute taking is, its importance and what your role as minute taker entails.

- Key definitions
- Defining minute taking
- The importance of minute taking
- The role of the minute taker
- The role of the chairperson
- Top tips

Module Two: Before the Meeting

This module outlines the preparatory stage of the minute taking process. It explains how the agenda should be prepared and structured and what other preparations you might need to make, including what equipment may be needed. It includes downloadable templates for an agenda and a pre-meeting checklist.

- The agenda
- Agenda points
- Agenda items
- Reading the agenda
- Agenda templates
- Top tips
- Research
- Equipment
- Arranging for other equipment
- Documents
- Further considerations

Module Three: During the Meeting

This module provides a comprehensive guide to taking notes effectively during a meeting. It outlines what your notes should cover, what information you should include and exclude, appropriate writing styles and various other key aspects of good minute taking. There is also an opportunity to complete a video-based minute taking exercise.

- Before the meeting begins
- Taking notes in the meeting
- Top tips
- Video exercise
- Action points
- Recording motions

Module Four: After the Meeting

This module is designed to familiarise you with the process of producing a 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. A downloadable minutes template is included in this module.

- Writing the minutes
- What to include
- Writing style
- Agenda items
- Action points
- Key sections
- Top tips
- Distributing the final minutes
- Filing and storing the minutes
- Further resources

Aims of the training

By the end of this course, learners will know:

- What minute taking is, why it is important and the role of the minute taker.
- What they must do before a meeting and any necessary preparation to ensure it runs smoothly.
- The role they play during a meeting and how to take effective notes.
- The steps involved after a meeting and how to successfully produce final minutes.