

Effective Note Takings Skills for HR Related Meetings

Duration: 3 hours

The course will focus on note taking for HR meetings such as disciplinary, grievance, performance, absence reasons.

Who should attend this course?

Staff who are new to taking minutes at HR related meetings or who have some experience but have had little or no formal training.

Course Objectives

By the end of this session, delegates will be better able to:-

- Be aware of different types of notes and apply the appropriate style
- Develop effective listening skills
- Be able to apply appropriate techniques to 'manage' the role of note taker
- Develop coping mechanisms in preparation of meetings and during meetings
- Be aware of HR procedures (capability and conduct) so that the role of note taking is understood
- Be aware of what to record, both verbal and non verbal
- Practice note taking in a simulated environment.

Role Play

This course benefits from the use of an actor or 2nd trainer who with the lead trainer recreates a disciplinary meeting where the participants then become the minute taker.