

Producing Accurate Minutes

Duration: 1 day

Producing accurate, easy to understand minutes is vital to an organisation's decision-making process. Without a clear agenda and good control of a meeting, it is unlikely to achieve its purpose. The need to take accurate, but brief notes is central to the production of clear, easy to read minutes in a format appropriate to your organisation and the meeting's purpose. This practical course takes participants through the process of active listening and the efficient production of the minutes.

Who should attend the course?

Individuals who are required to take minutes

Course Objectives

Upon completion of this course participants will be able to:

- Prepare a working agenda
- Identify and overcome obstacles to effective listening, and enhance concentration, listening and note taking skills
- Identify the type of minutes you should take
- Demonstrate note taking skills
- Participate in a meeting and take minutes
- Demonstrate an improved understanding of the importance of accurate and informative minutes to the success of meetings

Course Outline

Agenda

- The purpose of an agenda
- Putting the agenda together

Listening Skills

- Listening skills – maintaining interest
- Overcome barriers to listening
- Developing positive listening skills

Effective Methods of Note-taking – Undertaking what is Important

- Types of minutes and methods of note taking
 - Subject and Viewpoint
 - Simple and Structured Scribble
 - Mind Maps
 - Taking notes
- Identifying and highlighting key points
- Distinguishing the important from the irrelevant
- Converting from notes to text
- Arranging information in an easy-to-understand manner

Writing the Minutes

- Co-ordinating the material
- Achieving accuracy, brevity and clarity
- Formats, structure and style
- -Verbatim Minutes
- -Action Minutes
- -Summary Minutes
- Producing minutes which satisfy their purpose and the readers' needs within an acceptable time frame.