

# Taking the Minutes

## INTRODUCTION

Designed for anyone with responsibility for taking the minutes at meetings, this course enables delegates to identify areas which need to be noted, improve their listening skills and prepare minutes in a conventional format

## COURSE OBJECTIVES

*By the end of the course, delegates will be able to:*

- **Prepare** effectively for meetings
- **Choose** and use a suitable method of note taking
- **Follow** accepted conventions for the format of minutes
- **Recognise** and avoid common obstacles to effective listening and develop effective listening skills

## COURSE CONTENTS

### Preparing for the Meeting

### Producing the Minutes

Basic principles of minute writing  
Readership and purpose  
Role of the minute taker

### Format of the Minutes

Core format and structure  
Language and style  
Layout and design

### During the Meeting

Successful listening  
Taking and using notes

### Personal Development Action Plans

**COURSE DURATION:** 1 Day Course

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