

Effective Meetings and Minute Taking

Duration: 1 Day

Who should attend?

This course is suitable for those who wish to develop their skills in both managing and contributing to meetings and for those responsible for taking notes at meetings and producing minutes. This session will benefit people who either regularly or intermittently attend meetings.

About the course

By the end of the workshop participants will be able to identify the roles of the chair, participant and minute taker, identify how to prepare for and contribute, or lead, an effective meeting, understand the purpose of minutes and notes and what the recipient expects from them, use techniques for ensuring notes and minutes are easily understood, turn notes into a written document, know what to put in and what to leave out, and overall how to present their written material well, including punctuation and spelling.

Course content

- Common Problems Associated with Meetings
 - the responsibilities of the meeting leader
 - the responsibilities of the participant
 - the responsibilities of the minute taker
- Planning and Preparation
 - establishing the agenda
 - planning the structure
- The Skills of Chairing a Meeting
 - mechanical and behavioural factors
 - the discussion; questions; conflict
- Getting the Most out of Other People's Meetings
 - preparation; contributions; conflict
- Behaviours and Skills
 - note taking
 - listening
 - summarising
 - business English
- Procedures and Implementation
 - structure and layout
 - drafting minutes
 - preparation and planning
 - issues and difficulties
- Personal Action Planning
- Workshop Review and Appraisal