

Advanced Minute Taking for Better Meetings

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 103-16

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/advanced-minute-taking-for-better-meetings/>

Turning Minutes into Valued Organizational Documents

Minutes should serve as more than a record of who said what at a meeting. They should help organizations advance their goals and objectives and provide accountabilities.

Building on PMC's course **Minute Taking for Better Meetings** this day-long seminar provides participants with opportunities to craft minutes that focus on clear, concise writing designed to reach its intended audience — colleagues, board members, decision makers.

Workshop participants will take notes in several mock meetings and write minutes in a variety of styles suitable for the audience. Active learning takes place in a relaxed and fun environment.

Course participants will be encouraged to summarize their key learning points and prepare a short action plan to implement on their return to work.

Learning outcomes

By the end of this workshop, you will be able to:

- Understand the role of clear communication in producing succinct minutes
- Learn to separate what is really important from the "noise" of a meeting
- Produce minutes that help move an organization's agenda forward

Workshop topics

Clear Communication

- How people read today
- The five Cs for communication
- Writing tips for eliminating wordiness

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

Taking Notes

- Quick review of active listening
- Working with annotated agendas and templates
- Minutes for different purposes

Producing Professional Minutes

- Turning notes into minutes
- Editing for clarity, consistency and accuracy
- Finalizing minutes for different outcomes

Prerequisites

Minute Taking for Better Meetings

Who should attend this course?

- Anyone who wants to move beyond Minute Taking for Better Meetings
- People who have to produce a variety of minutes with tight deadlines
- Anyone who wants to improve their minute-taking skills within a supportive environment